

RHODE ISLAND DEPARTMENT OF HUMAN SERVICES

FAMILY INDEPENDENCE PROGRAM



10/1/06-9/30/08

RED BOOK

For

D. H. S.

CONTRACTED PROVIDERS

AND

PRE-CERTIFIED VENDORS

EDUCATION AND TRAINING RESOURCE FACT SHEETS

October 2006

RED BOOK
10/1/06-9/30/08

RI FAMILY INDEPENDENCE PROGRAM
EDUCATION AND TRAINING RESOURCE FACT SHEETS

CONTRACTED PROVIDERS, PRE-CERTIFIED VENDORS,
AND DHS IN-HOUSE SERVICE PROVIDERS

This is a resource manual for use by the FIP Social Caseworker staff in order to assist FIP parents in selecting appropriate work preparation activities as part of their Employment Plans.

The manual is arranged in three parts: 1) Contracted Providers*; 2) Pre-Certified Vendors*, and 3) DHS In-House Service Providers. Sections are arranged in alphabetical order by name of vendor. To assist in locating suitable programs for clients, the Table of Contents is listed two ways: first, Alphabetically by Name of Provider/Vendor, which also includes the location(s) of the program; and second, By Type of Training offered.

These providers/vendors and their programs have been approved by DHS as meeting the requirements of FIP education and training programs. These programs have agreed to and are required to communicate with FIP Social Caseworkers using FIP 102's and FIP 103's regarding attendance, participation, and other factors deemed necessary for monitoring purposes.

Most programs are 30 hours/week, but not all are. The programs range from 6-35 hours/week. Each fact sheet lists the program hours, and should be referred to in order to insure that the FIP participant is engaged in the required number of hours for his/her situation. Most FIP participants would access vocational educational trainings at 20-30 hours/week, but beginning 10/1/06, some FIP parents may undertake 10 hours/week of jobs skills training, if working 20 hours/week, in order to increase their economic self-sufficiency.

PLEASE NOTE: THIS MANUAL DOES NOT CONTAIN ALL PROGRAMS FOR WHICH A FIP RECIPIENT MAY BE APPROVED TO ATTEND. There are many other available, allowable and approvable programs in the area that may be appropriate for a particular FIP parent's interests and work goals. FIP Social Caseworkers should remember that because DHS does not purchase services from these other education and training resources, they are not required to utilize our FIP 102 and FIP 103 forms, and the FIP parents and Social Caseworker will, therefore, bear responsibility for securing all required documentation.

* See next page for a description of a Contracted Provider and Certified Vendor.

What is a Contracted Provider?

- ♦ **Contracted Providers are under contract with the RI Department of Human Services. Contracts may be for multi-year periods.**
- ♦ **Contracted Providers are usually paid monthly, for a service or set of services, not per person, i.e. a classroom and instructor are available to provide ESL whether a FIP participant is in the classroom or not. Contracts may be performance-based and payments made in relation to benchmarks achieved.**
- ♦ **Contracts may be made for a variety of services – education, employment, and case management services are typical.**
- ♦ **A Contract's focus may be changed to reflect DHS's ongoing needs, and new providers may be sought at the end of contract cycles.**

What is a Pre-Certified Vendor?

- ♦ **Pre-certified vendors are vocational educational and job skills training providers that meet DHS criteria for performance.**
- ♦ **These vendors offer training that leads to full-time jobs with good wages in one of RI's priority industry sectors as defined by the RI Department of Labor and Training.**
- ♦ **The training programs are usually 12 months or less.**
- ♦ **Pre-certified vendors are paid per person according to pre-set performance measures. For example, they are not paid the last 25% of their training fee until the FIP parents in their programs have achieved 90 days of employment retention.**
- ♦ **Recent average employment outcomes for FIP parents have been 30+ hours weekly at \$9.00+ per hour.**
- ♦ **Every two years, the pre-certified vendor program, individual vendor performance, and DHS/FIP parent needs are reviewed. Offerings are updated accordingly.**

What Is an In-House Service Provider

- ♦ **There are two special programs operated within DHS to assist FIP parents toward employment, RiteWorks Job Search Services and Office of Rehabilitation Services for individuals with learning disabilities and other disabilities.**
- ♦ **These services are not subject to recertification or special contract requirements**
- ♦ **Both providers are, however, required to report progress and attendance activity to FIP social caseworker whenever a parent has been approved for participation in these activities.**

DHS Contracted Providers 10/1/06-9/30/08

ALPHABETICALLY ARRANGED BY PROVIDER NAME

PROVIDER	PROGRAM	LOCATION
BLACKSTONE VALLEY CAP.....	ADOLESCENT SELF-SUFFICIENCY.....	Woon/Pawt/Linc/Cumb/CF
CCRI Project REACH.....	POST-SECONDARY.....	Lincoln/Prov/Warwick
CCRI Project REACH.....	TESTING & ASSESSMENT	Lincoln/Prov/Warwick
CCRI Project REACH.....	REMEDATION/GED.....	Linc/Prov/Warwick
COMPREHENSIVE CAP.....	ADOLESCENT SELF-SUFFICIENCY.....	Cran/Cov/Exe/Fos/Scit/WG
DORCAS PLACE.....	LITERACY PROGRAMS	Providence
NEW OPPORTUNITY HOMES.....	NEW OPPORTUNITY HOMES.....	Cran/John/Newp/Pawt/Prov
ORS.....	LEARNING DISABILITY PROJECT.....	Statewide (see Section 3)
RI DEPT. ED - PROJECT OPP.....	LITERACY & ESL PROGRAMS.....	Statewide
RI DEPT. LABOR & TRAINING.....	RAPID JOB ENTRY PROGRAM.....	Brist/Pawt/Prov/WW/Woon
RITE WORKS.....	JOB SEARCH.....	Statewide (see Section 3)
SELF-HELP, INC.....	ADOLESCENT SELF-SUFFICIENCY.....	EProvidence/Barrington
SER JOBS	SUPPORTIVE EMP/TRANSITIONAL JOBS.....	Statewide
SOUTH COUNTY CAP.....	ADOLESCENT SELF-SUFFICIENCY.....	Char/Hopk/Narr/NK/Westerly
SO. SHORE MENTAL HEALTH.....	SUPPORTIVE EMPLOYMENT.....	Statewide
SSTARBIRTH.....	SSTARBIRTH FIP (residential).....	n/a
TRI-TOWN CAP.....	ADOLESCENT SELF-SUFFICIENCY	Burr/Gloc/John/NP/NS/Smith
TRI-TOWN CAP.....	SUPPORTIVE EMPLOYMENT.....	Western RI Woon to Westerly
URBAN LEAGUE.....	ADOLESCENT SELF-SUFFICIENCY.....	Providence
URBAN LEAGUE.....	TRANSITIONAL JOBS.....	Metro Area
VNS YOUNG PARENTS.....	ADOLESCENT SELF-SUFFICIENCY.....	East Bay/Aquidneck
WESTBAY CAP.....	ADOLESCENT SELF-SUFFICIENCY.....	E.Green/Warw/WW
WESTBAY CAP	SUPPORTIVE EMP/TRANSITIONAL JOBS	Primarily Kent/Wash Counties
WOMEN & INFANTS HOSPITAL.....	ADOLESCENT SELF-SUFFICIENCY	Providence

DHS Contracted Providers 10/1/06-9/30/08 PROGRAMS ARRANGED BY TYPE

ADOLESCENT SELF-SUFFICIENCY

BLACKSTONE VALLEY CAP
SOUTH COUNTY CAP
VNS YOUNG PARENTS

COMPREHENSIVE CAP
TRI-TOWN CAP
WESTBAY CAP

SELF-HELP, INC.
URBAN LEAGUE
WOMEN & INFANTS HOSPITAL

ASSESSMENT & TESTING

CCRI PROJECT REACH

EMPLOYMENT SERVICES

ORS
RAPID JOB ENTRY
RITE WORKS JOB SEARCH SERVICES
SER JOBS FOR PROGRESS
SO. SHORE MENTAL HEALTH
TRI-TOWN CAP
URBAN LEAGUE OF RI
WESTBAY CAP

ADULT BASIC EDUCATION, ENGLISH AS A SECOND LANGUAGE (ESL), GENERAL EQUIVALENCY DIPLOMA (GED)

CCRI PROJECT REACH
PROJECT OPPORTUNITY

POST-SECONDARY EDUCATION

CCRI PROJECT REACH

RESIDENTIAL for TEENS

NEW OPPORTUNITY HOMES

RESIDENTIAL for SUBSTANCE ABUSE RECOVERY

SSTARBIRTH

DHS Certified Vendors 10/1/06-9/30/08
ALPHABETICALLY ARRANGED BY VENDOR NAME

VENDOR	PROGRAM	LOCATION
AMOS HOUSE.....	CULINARY EDUCATION.....	Providence
CCRI.....	C.N.A.....	Lincoln, Prov, Warwick
CCRI.....	CULINARY ARTS.....	Newport, Lincoln
CCRI.....	OFFICE SKILLS.....	Lincoln
CCRI.....	TEACHER ASSISTANT.....	Lincoln, Prov, Warwick
CROSSROADS.....	C.N.A.....	Providence
CROSSROADS.....	DIGITAL MEDIA PRINTING.....	Providence
DB GRANT ASSOCIATES.....	CALL CENTER/CUSTOMER SERVICE.....	Pawtucket
FAMILY OUTREACH CTR. INC.	10-HOURS – EDUCATION ESL.....	Providence
FAMILY OUTREACH CTR. INC.	10-HOURS – EDUCATION GED.....	Providence
FAMILY OUTREACH CTR. INC.	CHILD CARE ASSISTANT CERTIFICATE PROG.	Providence
FAMILY OUTREACH CTR. INC.	GEN. OFFICE CLERK/ASST. CERTIFICATE PROG.	Providence
FAMILY OUTREACH CTR. INC.	JOB SKILLS/CHILD CARE ASSISTANT.....	Providence
FAMILY OUTREACH CTR. INC.	JOB SKILLS/GENERAL OFFICE.....	Providence
FAMILY RESOURCES.....	BASIC TECHNOLOGY TRAINING.....	Woonsocket
FAMILY RESOURCES.....	COMPUTER AND CAREER TRAINING.....	Woonsocket
GENESIS.....	CULINARY ARTS	Providence
GENESIS.....	DIRECT SUPPORT.....	Providence
GENESIS.....	TEACHER ASSISTANT.....	Providence
GOODWILL.....	COMPUTER/CLERICAL.....	Providence
GOODWILL	HOSPITALITY/FOOD SERVICE	Providence
LINCOLN TECHNICAL INST.....	DENTAL ASSISTING.....	Lincoln
LINCOLN TECHNICAL INST.....	ELECTRONIC SYSTEMS TECH.....	Lincoln
LINCOLN TECHNICAL INST.....	MEDICAL ASSISTANT.....	Lincoln
LINCOLN TECHNICAL INST.....	MEDICAL CODING AND BILLING.....	Lincoln

LINCOLN TECHNICAL INST.....	PHARMACY TECHNICIAN.....	Lincoln
MTTI	AUTOMOTIVE SERVICE TECH	E. Providence
MTTI	BUILDING PROPERTY TECH	E. Providence
MTTI	BUSINESS ADMINISTRATIVE ASSISTANT	E. Providence
MTTI	COMMUNICATIONS TECH.....	E. Providence
MTTI	COMPUTER SERVICE TECH	E. Providence
MTTI	MARINE SERVICE TECH	E. Providence
MTTI.....	MEDICAL ASSISTANT.....	E. Providence
MTTI	MOTORCYCLE/POWER EQUIP TECH	E. Providence
PEOPLE IN PARTNERSHIP	C.N.A.	Pawt-Cranston
PEOPLE IN PARTNERSHIP	OFFICE COMPUTERS	Pawtucket
PROVIDENCE SKILLS CENTER.....	CUSTOMER SERVICE.....	Providence
PROVIDENCE SKILLS CENTER.....	PHARMACY TECH.....	Providence
RI COLLEGE (TRABAC)	BOOKKEEPING/ACCOUNTING	Providence
RI COLLEGE (TRACS).....	CUSTOMER SERVICE.....	Providence
RI COLLEGE (TRADA).....	DENTAL ASSISTANT.....	Providence
RI COLLEGE (TRAIT).....	INSURANCE TECHNICIAN.....	Providence
RI COLLEGE (TRAMA)	MEDICAL ASSISTANT	Providence
RIC SCHOOL OF SOCIAL WORK....	CASE MANAGEMENT (part-time and full-time).....	Providence
RI COMMUNITY FOOD BANK	COMMUNITY KITCHEN	Providence

DHS Certified Vendors 10/1/06-9/30/08
PROGRAMS ARRANGED
BY TYPE OF EDUCATION AND TRAINING OFFERED

AUTO SERVICE, MARINE SERVICE, MOTORCYCLE & POWER EQUIPMENT

MTTI

BOOKKEEPING, ACCOUNTING, INSURANCE

RIC OUTREACH

BUILDING MAINTENANCE

MTTI

CASE MANAGEMENT, DIRECT SUPPORT

GENESIS RIC SCHOOL OF SOCIAL WORK

CERTIFIED NURSING ASSISTANTS (CNA)

CCRI CROSSROADS PEOPLE IN PARTNERSHIPS

COMPUTERS/OFFICE SKILLS (general)

CCRI FAMILY RESOURCES COMMUNITY ACTION FAMILY OUTREACH CTR., INC. (FOCUS)
GOODWILL MTTI PEOPLE IN PARTNERSHIPS

COMPUTERS/TECHNICAL or SPECIALTIES

LINCOLN TECHNICAL MTTI

CULINARY/FOOD SERVICE

AMOS HOUSE RI COMMUNITY FOOD BANK CCRI GENESIS GOODWILL

CUSTOMER SERVICE

DB GRANT ASSOCIATES PROVIDENCE SKILLS CENTER RIC OUTREACH

MEDICAL ASSISTANTS, DENTAL ASSISTANTS or PHARMACY TECHNICIANS

PROVIDENCE SKILLS CENTER RIC OUTREACH
LINCOLN TECHNICAL MTTI

PRINTING/DIGITAL GRAPHICS

CROSSROADS

TEACHER ASSISTANT

CCRI GENESIS

DHS

CONTRACTED

PROVIDERS

Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers

Name of Organization: Blackstone Valley Community Action Program

Mailing Address: 32 Goff Street
Pawtucket, RI 02860

Website address:

Name of Program: Adolescent Self-Sufficiency Collaborative (ASSC)

Contact Person(s) for Program Information:

Sharon King	723-4520	725-6550	
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
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Program Description:

The primary goal of the ASSC is that teens graduate from secondary school well prepared to lead productive lives. Toward this end, the ASSC provides case management services to all (not just those receiving or eligible to receive FIP cash benefits) pregnant and parenting teens requiring or requesting them. The ASSC objectives are to a.) reduce repeat pregnancy, b.) improve social skills/character development, and c.) improve academic and other life skills (including parenting skills) of all participants. Further, the ASSC assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides a Career Academy (20hr/wk GED instruction plus 10 hr./wk skill building), and opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in Woonsocket, Pawtucket, Lincoln, Cumberland, and Central Falls.

Enrollment information for calendar year 2006*:

Open entry / open exit? X
 Yes No

Total Number of Weeks in Program: The ASSC operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 30 hr/wk) as appropriate. They must also attend ASSC led group and/or individual skill building sessions held in schools, community sites, in the Career Academy or at their own homes.

Brief description of any flexibility or options offered regarding start/end dates: Delivery of the program via a case management system allows the program to begin at any date throughout the year. The Career Academy has an open entry/open exit enrollment.

<u>BVCAP/Pawtucket Career Academy Days and Hours</u>				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 AM	2:00 PM		
Tuesday	9:00 AM	2:00 PM		
Wednesday	9:00 AM	2:00 PM		
Thursday	9:00 AM	2:00 PM		
Friday	9:00 AM	2:00PM		
Saturday				
Sunday				

Total Cost of Program: grant funded

Total Cost Paid by RI DHS: grant funded

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: Community College of Rhode Island

Mailing Address: 1762 Louisquisset Pike
Lincoln, Rhode Island 02865

Website address:

Name of Program: REACH/FIP: Post-secondary

Contact Person(s) for Program Information:

<u>Denise T. Szymczuk</u>	<u>333-7166</u>	<u>333-7426</u>	<u>dszymczuk@ccri.edu</u>
Name	Telephone	FAX	E-Mail
<u>Kelly Gregson: Knight Campus, Warwick</u>	<u>528-2290</u>	<u>825-1116</u>	<u>kgregson@ccri.edu</u>
Name	Telephone	FAX	E-Mail
<u>Luz Sanchez: Flanagan Campus, Lincoln</u>	<u>333-7166</u>	<u>333-7426</u>	<u>lasanchez2@ccri.edu</u>
Name	Telephone	FAX	E-Mail
<u>Alexandra Corona: Liston Campus, Prov.</u>	<u>455-6067</u>	<u>455-6086</u>	<u>acorona@ccri.edu</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

<u>N/A</u>			
Name	Telephone	FAX	E-Mail

Program Description:

Students who attend CCRI credited programs (in excess of 65 certificates and degrees) are assigned a REACH Coordinator who, working along with social caseworkers, provide case management monitoring, and support participants in successfully attaining their educational goal. Coordinators provide direction to a variety of appropriate support services such as, childcare facilities, comply with full time attendance & 20-hour work activities, and FIP policies and procedures are provided on a continuous basis.

Names of Certificate(s) or credential(s) awarded upon completion:

Certificates and Associate Degrees

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Academic major participant awarded Certificate or Degree (65 potential Certificate and Degree programs)

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

FIP recipient referred by social caseworker with 1) High School or Equivalency Diploma, 2)TABE test results with minimum 9.0, or GPA of 2.0 attained with one year. BCI checks required for Allied Health, Dental, Phlebotomy, and Nursing programs. CCRI's Compass Placement tests. Medical record and inoculations for college entrance.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Offered at each of the three CCRI Campus: Flanagan Campus, 1762 Louisquisset Pike, Lincoln, RI 02865, 333-7166; Liston Campus, 1 Hilton Street, Providence, RI 02905, 455-6067; Knight Campus, 400 East Avenue, Warwick, RI 02886, 825-2290; and Satellite locations.

Enrollment information for calendar year 2006:

Open entry / open exit? X
Yes No

Scheduled Start Date January

Scheduled Start Date_____

Scheduled Start Date September

Scheduled Start Date_____

Scheduled Start Date May (Summer Classes)

Scheduled Start Date_____

Scheduled Start Date_____

Scheduled Start Date_____

Total Number of Weeks in Program: 15 @ semesters; 6 @ summer session; 20 hrs/week

Brief description of any flexibility or options offered regarding start/end *dates* Participants must register for full time (12 credits/ 20 hours with study time) if no other activity. Less than 12 credits if engaged in FIP approved 20 hour per week work activity-example: employment, wexp, cwep, etc.

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	Individual student	course schedules		
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total Cost of Program: N/A

Total Cost Paid by RI DHS: N/A

Other Types of Financial Aid available to the student: Pell Grant; Rhode Island Higher Education Grant

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: Community College of Rhode Island

Mailing Address: 1762 Louisquisset Pike
Lincoln, Rhode Island 02865

Website address:

Name of Program: REACH/FIP: Testing and Assessment

Contact Person(s) for Program Information:

<u>Denise T. Szymczuk</u>	<u>333-7166</u>	<u>333-7426</u>	<u>dszymczuk@ccri.edu</u>
Name	Telephone	FAX	E-Mail
<u>Kelly Gregson: Knight Campus, Warwick</u>	<u>825-2290</u>	<u>825-1116</u>	<u>kgregson@ccri.edu</u>
Name	Telephone	FAX	E-Mail
<u>Luz Sanchez: Flanagan Campus, Lincoln</u>	<u>333-7166</u>	<u>333-7246</u>	<u>lasanchez2@ccri.edu</u>
Name	Telephone	FAX	E-Mail
<u>Alexandra Corona: Liston Campus, Prov.</u>	<u>455-6067</u>	<u>455-6086</u>	<u>acorona@ccri.edu</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

<u>N/A</u>			
Name	Telephone	FAX	E-Mail

Program Description:

The Test of Adult Education is administered to assess reading, mathematics, and language skills. It is not a pass/fail instrument. It provides grade level information to help determine academic readiness and potential success if participant decides to enter a skill or post-secondary program. The COPS (Career Occupational Preference System) and CAPS (Career Ability Placement Survey) are tests designed to identify career interests and abilities. Most testing is done on-site at DHS Family Centers, in a group format, at pre-established dates and times.

Names of Certificate(s) or credential(s) awarded upon completion:

N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

N/A

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

FIP recipient referred by social caseworker.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Offered at pre-established dates/times at local DHS Family Centers.

Enrollment information for calendar year 2006:

Open entry / open exit? N/A
Yes No

Scheduled Start Date_____

Scheduled Start Date_____

Scheduled Start Date_____

Scheduled Start Date_____

Scheduled Start Date_____

Scheduled Start Date_____

Total Number of Weeks in Program: 3 hours for TABE, 45 minutes COPS, 1 hour CAPS

Brief description of any flexibility or options offered regarding start/end dates: _n/a

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total Cost of Program: Grant Funded

Total Cost Paid by RI DHS: Grant Funded

Other Types of Financial Aid available to the student: N/A

***NOTE:** It is our expectation that you will update this Fact Sheet each calendar year.

Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers

Name of Organization: Community College of Rhode Island

Mailing Address: 1762 Louisquisset Pike
Lincoln, Rhode Island 02865

Website address: CCRI.CC.RI.US

Name of Program: REACH/FIP: Remediation /GED

Contact Person(s) for Program Information:

<u>Denise T. Szymczuk</u>	<u>333-7166</u>	<u>333-7426</u>	<u>dszymczuk@ccri.edu</u>
Name	Telephone	FAX	E-Mail
<u>Kelly Gregson: Knight Campus, Warwick</u>	<u>825-2290</u>	<u>825-1116</u>	<u>kgregson@ccri.edu</u>
Name	Telephone	FAX	E-Mail
<u>Luz Sanchez: Flanagan Campus, Lincoln</u>	<u>333-7166</u>	<u>333-7426</u>	<u>lasanchez2@ccri.edu</u>
Name	Telephone	FAX	E-Mail
<u>Alexandra Corona: Liston Campus, Prov.</u>	<u>455-6067</u>	<u>455-6086</u>	<u>acorona@ccri.edu</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

<u>N/A</u>	<u></u>	<u></u>	<u></u>
Name	Telephone	FAX	E-Mail

Program Description:

Academic instruction based on TABE results in reading, mathematics, and/or language skills. High School Equivalency (GED) preparation is also offered. Instruction is provided in an open entry/open exit individualized setting, 20 hours per week. Designed to prepare participants to gain entry into an educational program. Can choose to strengthen current skills before entering a training or post-secondary program.

Names of Certificate(s) or credential(s) awarded upon completion:

N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

N/A

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

FIP recipient referred by social caseworker. TABE Test with minimum of 5th. grade level.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Offered at each of the three CCRI Campus locations: Flanagan Campus, 1762 Louisquisset Pike, Lincoln, RI 02865, 333-7166; Liston Campus, 1 Hilton Street, Providence, RI 02905, 455-6767; Knight Campus, 400 East Avenue, Warwick, RI 02886, 825-2290.

Enrollment information for calendar year 2006:

Open entry / open exit? X
Yes No

Scheduled Start Date _____

Scheduled Start Date _____

Scheduled Start Date _____

Scheduled Start Date _____

Scheduled Start Date _____

Scheduled Start Date _____

Total Number of Weeks in Program: Individualized; 15-20 hrs/week with homework

Brief description of any flexibility or options offered regarding start/end dates: Upon completion of TABE and receipt of referral from social caseworker, participant can begin immediately. Lincoln: Mon. – Fri. mornings, Providence: Mon. – Fri. afternoons, and Warwick: Mon. – Thur. mornings to early afternoon.

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	see above			
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total Cost of Program: Grant Funded

Total Cost Paid by RI DHS: Grant Funded

Other Types of Financial Aid available to the student: N/A

***NOTE:** It is our expectation that you will update this Fact Sheet each calendar year.

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: Comprehensive Community Action Program

Mailing Address: 311 Doric Avenue
Cranston, RI 02920

Website address:

Name of Program: Adolescent Self-Sufficiency Collaborative (ASSC)

Contact Person(s) for Program Information:

Wendy Lincoln	461-4640	467-9030	
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
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Program Description:

The primary goal of the ASSC is that teens graduate from secondary school well prepared to lead productive lives. Toward this end, the ASSC provides case management services to all (not just those receiving or eligible to receive FIP cash benefits) pregnant and parenting teens requiring or requesting them. The ASSC objectives are to a.) reduce repeat pregnancy, b.) improve social skills/character development, and c.) improve academic and other life skills (including parenting skills) of all participants. Further, the ASSC assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in Cranston, Coventry, Exeter, Foster, Scituate, and West Greenwich.

Enrollment information for calendar year 2006:

Open entry / open exit? x
 Yes No

Total Number of Weeks in Program: The ASSC operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 30 hr/wk) as appropriate. They must also attend ASSC led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief description of any flexibility or options offered regarding start/end dates: Delivery of the program via a case management system allows the program to begin at any date throughout the year.

Total Cost of Program: grant funded

Total Cost Paid by DHS: grant funded

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: Dorcas Place Parent Literacy Skills Center

Mailing Address: 220 Elmwood Avenue
Providence, RI

Website address:

Name of Program: Literacy Programs

Contact Person(s) for Program Information:

Angie Downing	273-8866	273-8893	adowning@dorcasplace.org
Name	Telephone	FAX	E-Mail

Program Description:

Dorcas Place Parent Literacy Center provides a comprehensive array of integrated education, workplace literacy, and support services to FIP parents. The contracted services include beginning basic literacy, beginning basic adult education, low and high intermediate adult education, adult secondary education and beginning, intermediate and advanced ESL. Programs offered are 30 hours, and ten hours.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive certificates of achievement as they progress in their educational levels, i.e., a Workplace Competency Certificate.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Dorcas Place provides assistance with individual career planning. Students are encouraged to participate in work place experiences, such as job shadows, internships, and volunteer and community service work. Skills trainings are also offered, basic business operations, customer service skills, bank teller training and child care training. A Job Coach will assist students with placement, and provide follow up to those students who successfully obtain employment for six months.

Prerequisites for admission into program:

Screening Interview with program staff, appropriate academic testing

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

220 Elmwood Avenue, Providence, RI

Enrollment information for calendar year 2006:

Open entry / open exit? X
 Yes No

Total Number of Weeks in Program: 30 hrs/week

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total Cost of Program: Dorcas Place Family Literacy Center and RI Department of Human Services have signed a contract to provide literacy services to FIP parents. Dorcas Place is a contract provider.

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Provider**

Name of Organization: Comprehensive Community Action Program

Mailing Address: 311 Doric Avenue
Cranston, RI 02910

Name of Program: New Opportunity Homes

Contact Person(s) for Program Information:

Christopher Mansfield	461-4640	467-9030	cmansfield@comcap.org
Name	Telephone	FAX	E-Mail

Program Description:

New Opportunity Homes (NOH) are adult supervised living arrangements for pregnant and parenting minor FIP applicants/recipients who are unable to remain at home with their own parents or guardians. Residency in NOH is voluntary. A minor's parent/ guardian must agree to the residency. That same parent/guardian may end the minor's residency at any time. All residents must adhere to house rules in order to maintain residency. There are five home sites, providing three levels of supervision. Level I is the most structured setting; Level II is designated for participants who have demonstrated marginal competencies; Level III is designated to serve those minors who have demonstrated some competencies, but continue to lack independent living skills, education, and job-readiness skills, necessary to independent living. Residents transition between levels as appropriate. Each home provides minor teens with a positive environment that is safe and nurturing. Referrals for residency come from the Adolescent Self-Sufficiency Collaborative (ASSC), which does a home study and assessment. The NOH multidisciplinary team then determines eligibility, appropriateness and level of supervision needed. All residents are linked to a case manager in the ASSC. Together, the NOH and ASSC offers residents educational support and opportunities to develop pregnancy prevention skills, social and life skills, including parenting skills, necessary to become good parents and self-sufficient productive adults. Residents may remain in NOH until they are 18 ½ years old.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

Minor pregnant and/or parenting minors (under 18) and their children in need of an adult supervised living arrangement.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Pawtucket:	2 beds	Level III,	8 hrs supervision/day, 7 days/wk
Providence:	4 beds	Level II	16 hrs supervision/day, 7 days/wk
	2 beds	Level I	24 hrs supervision/day, 7 days/wk
Cranston:	4 beds	Level I	24 hrs supervision/day, 7 days/wk
Johnston	2 beds	Level III	8 hrs supervision/day, 7 days/wk
Newport	2 beds	Level II	16 hrs supervision/day, 7 days/wk

Participants are served who live in all cities and towns in Rhode Island.

Enrollment information for calendar year 2006:

Open entry / open exit? X
 Yes No

New Opportunity Homes operate 365 days of the year.

Brief description of any flexibility or options offered regarding start/end dates: The Multidisciplinary Team meets biweekly and can approve residency at any session. Sometimes there is a waiting list when there are no beds available.

Total Cost of Program: Residents pay approximately one third of their income for rent. NOH is grant funded by DHS.

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: RI Department of Education – Project Opportunity
Mailing Address: Department of Education, Shepard Building, 255 Westminster St,
Providence RI 02903

Website address:

Name of Program: Project Opportunity
(ESL at Blackstone Valley CAP)

Contact Person(s) for Program Information:

<u>Sharon King</u>	<u>723-4520</u>	<u>725-6550</u>	<u>sking20@hotmail.com</u>
Name	Telephone	FAX	E-mail

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
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Program Description:

This program is designed to increase basic academic skills and fluency in using spoken English. Work readiness skills and life skills are also emphasized.

Names of Certificate(s) or credential(s) awarded upon completion:

N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

N/A

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Blackstone Valley Community Action Program (BVCAP), 32 Goff Avenue, Pawtucket, RI 20860. There is limited parking available.

Enrollment information for calendar year 2006*:

Open entry / open exit? X
 Yes No

Total Number of Weeks in Program: Open

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 a.m.	2:00 p.m.		
Tuesday	9 a.m.	2:00 p.m.		
Wednesday	9 a.m.	2:00 p.m.		
Thursday	9 a.m.	2:00 p.m.		
Friday	9 a.m.	2:00 p.m.		
Saturday				
Sunday				

Total Cost of Program: grant funded

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: RI Department of Education – Project Opportunity
Mailing Address: Department of Education, Shepard Building, 255 Westminster St,
Providence RI 02903

Website address:

Name of Program: **Project Opportunity**
(ESL and GED at DHS Providence Family Center)
(ABE at Cranston Alternate Learning Center)

Contact Person(s) for Program Information:

Bettina Brothers	270-8679 or 222-7157	270-8705 or 222-7264	bbrothers@cpsed.net
Name	Telephone	FAX	E-mail

Financial Aid Contact Person: N/A

Program Description:

This program provides academic support services, student support services (including job placement activities), English language instruction, GED instruction and academic remediation related to a specific industry or type of job (career cluster) for which students are seeking to become employed. Program staff help students enter the workforce by working closely with all netWORKri (one stop) Centers. Job readiness instruction is also emphasized.

Names of Certificate(s) or credential(s) awarded upon completion:

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

N/A

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

ESL and GED classes located at Providence Regional Family Center, 206 Elmwood Ave, Providence
ABE/pre-GED classes located at Cranston Alternate Education, 205 Norwood Ave., Cranston

Enrollment information for calendar year 2006*:

Open entry / open exit? X
 Yes No

Total Number of Weeks in Program: Open

Total Number of Hours per Week: 20-30

Days and Hours that Program is Offered				
	Providence DHS ESL and GED		Cranston ABE/pre-GED	
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 a.m.	1:00 p.m.	9 a.m.	1:00 p.m.
Tuesday	9 a.m.	1:00 p.m.	9 a.m.	1:00 p.m.
Wednesday	9 a.m.	1:00 p.m.	9 a.m.	1:00 p.m.
Thursday	9 a.m.	1:00 p.m.	9 a.m.	1:00 p.m.
Friday	9 a.m.	12:00 p.m.	9 a.m.	12:00 p.m.
Saturday				
Sunday				

Total Cost of Program: grant funded

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: RI Department of Education, Shepard Building,
255 Westminster St.
Providence, RI 02903

Mailing Address:

Website address:

Name of Program: Project Opportunity
(Dorcas Place – Literacy)

Contact Person(s) for Program Information:

Brenda Dann-Messier	273-8866	same	b.dann-messier@dorcasplace.org
Name	Telephone	FAX	E-Mail

Program Description:

This program emphasizes GED preparation and improving basic academic skills. Job readiness instruction is also included. Students can participate in career exploration and job placement services offered by the agency.

Names of Certificate(s) or credential(s) awarded upon completion:

N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

N/A

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Dorcas Place Parent Literacy Center, 220 Elmwood Avenue, Providence, RI 02907

Enrollment information for calendar year 2006*:

Open entry / open exit? X
 Yes No

Total Number of Weeks in Program: Open

Total Number of Hours per Week: 20-30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 a.m.	2:00 p.m.		
Tuesday	9:00 a.m.	2:00 p.m.		
Wednesday	9:00 a.m.	2:00 p.m.		
Thursday	9:00 a.m.	2:00 p.m.		
Friday	9:00 a.m.	2:00 p.m.		
Saturday				
Sunday				

Total Cost of Program: grant funded

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: RI Department of Education – Project Opportunity
Mailing Address: Department of Education, Shepard Building, 255 Westminster St,
Providence RI 02903

Website address:

Name of Program: **Project Opportunity**
(GED and ESL through Pawtucket Adult Ed)

Contact Person(s) for Program Information:

Mary Parella	729-6293	727-1641	<u>parellam@psdri.net</u>
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Name	Telephone	FAX	E-mail
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Financial Aid Contact Person: N/A

Program Description:

This program emphasizes GED instruction; remediation in basic academic skills; workplace basic skills; job readiness skill instruction. ESL is also available. Opportunities exist to network with the Pawtucket netWORKri (one stop) Center. Services include modifications to the instructional environment to help people with learning disabilities.

Names of Certificate(s) or credential(s) awarded upon completion:

Some participants will obtain their GED certificate.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

N/A

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Students will receive an assessment of academic skills upon entry. Test of Adult Basic Education (TABE) is used.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

St. Paul's Church, 50 Park Place, Pawtucket, RI 02860 Phone 725-4307

Enrollment information for calendar year 2006*:

Open entry / open exit? X
 Yes No

Total Number of Weeks in Program: Open **Total Number of Hours per Week:** 20

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 a.m.	2:00 p.m.		
Tuesday	9 a.m.	2:00 p.m.		
Wednesday	9 a.m.	2:00 p.m.		
Thursday	9 a.m.	2:00 p.m.		
Friday				
Saturday				
Sunday				

Total Cost of Program: grant funded

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: RI Department of Education – Project Opportunity
Mailing Address: Department of Education, Shepard Building, 255 Westminster St,
Providence RI 02903

Website address:

Name of Program: Project Opportunity
(Genesis Center - ESL Workplace Literacy)

Contact Person(s) for Program Information:

Nancy Fritz or Pheamo Witcher	781-6110	461-8788	nancy@gencenter.com
Name	Telephone	FAX	E-mail

Financial Aid Contact Person: N/A

Program Description:

Services include English for Speakers of Other Languages (ESL); Workplace Related English; Basic Computer Skills; Job Readiness Instruction; links to employment and training activities; testing & assessment for English language skills; links to job shadowing and internship opportunities.

Names of Certificate(s) or credential(s) awarded upon completion:

N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

N/A

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

No specific requirements – this program is designed primarily to help people obtain the academic skills to enter other job development or technical skills educational programs.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The Genesis Center, 620 Potters Avenue, Providence. Adequate off-street parking for participants is available.

Enrollment information for calendar year 2006*:

Open entry / open exit? X
 Yes No

Total Number of Weeks in Program: Open

Total Number of Hours per Week: 20-30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 a.m.	2:00 p.m.		
Tuesday	9 a.m.	2:00 p.m.		
Wednesday	9 a.m.	2:00 p.m.		
Thursday	9 a.m.	2:00 p.m.		
Friday	9 a.m.	2:00 p.m.		
Saturday				
Sunday				

Total Cost of Program: grant funded

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Provider**

Name of Organization: RI Department of Education – Project Opportunity
Mailing Address: Department of Education, Shepard Building, 255 Westminster St,
Providence RI 02903

Website address:

Name of Program: **Project Opportunity**
(International Institute – Employment Readiness-Literacy)

Contact Person (s) name for program information:

Baha Sadr	461-5940	467-6530	bsadr@iiri.org
Name	Telephone	FAX	E-mail

Sheila Doherty	461-5940	467-6530	sdoherty@iiri.org
Name	Telephone	FAX	E-mail

Financial Aid Contact Person: N/A

Program Description: Project Opportunity at International Institute is a Literacy and Employment Readiness Course focusing on skills refugees need to obtain and keep jobs, such as: finding employment, interviewing, resume development, employer expectations, safety, rights and responsibilities, how to advance, understanding time cards and paychecks, banking and budgeting, understanding educational options, internships, building references and individual development. Each participant will develop a specific employment plan consistent with FIP employment plans.

Names of Certificate(s) or credential(s) awarded upon completion: Successful participants will advance to employment, GED or EDP completion, or higher level courses.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

varies

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Interview and CASAS pre-tests for guidance

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

645 Elmwood Ave., Providence, RI 02907

Enrollment information for calendar year 2006:

Open Entry / open exit ? Yes

Scheduled Start Date : Please call for enrollment and start date.

Brief description of any flexibility or options offered regarding start/end dates:

Total number of weeks in program: 12 **Total Number of Hours per Week:** 20-30

<u>Days and Hours that Program is Offered</u>				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 a.m.	2:30 p.m.		
Tuesday	9 a.m.	2:30 p.m.		
Wednesday	9 a.m.	2:30 p.m.		
Thursday	9 a.m.	2:30 p.m.		
Friday	9 a.m.	12:00 p.m.		
Saturday				
Sunday				

Total cost of program: Grant funded

Other types of financial aid available to the student:

***NOTE:** It is our expectation that you will update this Fact Sheet each calendar year.

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: RI Department of Education – Project Opportunity
Mailing Address: Department of Education, Shepard Building, 255 Westminster St,
Providence RI 02903

Website address:

Name of Program: **Project Opportunity**
(ESL in Woonsocket and Central Falls, ABE/GED Woonsocket YWCA)

Contact Person(s) for Program Information:

Pat Bellart – Mentor, Inc. - RIRAL	762-3841	762-4396	pat@conversent.net
Name	Telephone	FAX	E-mail

Financial Aid Contact Person: N/A

Program Description:

This program offers a variety of adult education options, including intensive instruction in using English, literacy remediation, or GED preparation. Work-related English and other job readiness skills are covered. Assessment of English language skills is accomplished using the Comprehensive Adult Student Assessment System (CASAS) test.

Names of Certificate(s) or credential(s) awarded upon completion:

N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

N/A

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Woonsocket – RIRAL 191 Social Street, Woonsocket, RI
- YWCA 514 Blackstone Street, Woonsocket, RI

Central Falls – Children’s Friend & Service Family Center. 621 Dexter Street, Central Falls, RI

Enrollment information for calendar year 2006*:

Open entry / open exit? X
 Yes No

Total Number of Weeks in Program: varies

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 a.m.	2:00 p.m.		
Tuesday	9 a.m.	2:00 p.m.		
Wednesday	9 a.m.	2:00 p.m.		
Thursday	9 a.m.	2:00 p.m.		
Friday	9 a.m.	2:00 p.m.		
Saturday				
Sunday				

Total Cost of Program: grant funded

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: RI Department of Education – Project Opportunity
Mailing Address: Department of Education, Shepard Building, 255 Westminster St,
Providence RI 02903

Website address:

Name of Program: **Project Opportunity**
(ESL Workplace Literacy at Progreso Latino)

Contact Person(s) for Program Information:

Mario Bueno	728-5920	724-5550	mbueno@progresolatino.org
Name	Telephone	FAX	E-mail

Financial Aid Contact Person: N/A

Program Description:

This program emphasizes English language instruction with some attention given to work related English. Some students will become active in GED classes (Spanish Language) too. There is a computer lab available for beginning skill development using a computer (Microsoft Word or Excel). Students can take advantage of job placement activities carried out by the agency.

Names of Certificate(s) or credential(s) awarded upon completion:

N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

N/A

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Progreso Latino, 626 Broad Street, Central Falls, R. I. Parking is available.

Enrollment information for calendar year 2006*:

Open entry / open exit? X
 Yes No

Total Number of Weeks in Program: varies **Total Number of Hours per Week:** 30
Some evening hours are available.

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 a.m.	2:00 p.m.		
Tuesday	9 a.m.	2:00 p.m.		
Wednesday	9 a.m.	2:00 p.m.		
Thursday	9 a.m.	2:00 p.m.		
Friday	9 a.m.	2:00 p.m.		
Saturday				
Sunday				

Total Cost of Program: grant funded

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: RI Department of Education – Project Opportunity
Mailing Address: Department of Education, Shepard Building, 255 Westminster St,
Providence RI 02903

Website address:

Name of Program: Project Opportunity
(RI College – Outreach Programs – GED)

Contact Person(s) for Program Information:

Jenifer Giroux	456-8698	456-8582	jgiroux@ric.edu
Name	Telephone	FAX	E-mail

Financial Aid Contact Person: N/A

Program Description:

This GED certificate program is designed to provide both a GED and the basic educational foundation for persons who seek employment in a variety of industries. Students will receive GED preparation and ESL, if needed, general computer literacy and keyboarding skills, office terminology, business-writing, e-mail, employability skills development. Those who obtain their GEDs may then transition into a Vocational Educational component of their choice (Bookkeeping & Accounting – TRABAC, Customer Service – TRACS, Dental Assisting – TRADA, Medical Assistant – TRAMA), assuming approval of DHS, without interruption. Internships will take place in various companies.

Names of Certificate(s) or credential(s) awarded upon completion:

General Equivalency Diploma

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Varies with vocational educational direction selected.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Applicants must be at least 18 years of age. English language skills will be determined using a ESL Proficiency Test. TABE in Reading, Language and Math at 8th grade or higher.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Rhode Island College, 600 Mt. Pleasant Avenue, Providence RI 02908

Enrollment information for calendar year 2006*:

Open entry / open exit? Enrollment monthly.

Total Number of Weeks in Program: Varies to obtain GED, but up to 12 months, including VOC ED.

Total Number of Hours per Week: 30* Actual hours may vary depending upon component.

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 a.m.	3:00 p.m.*		
Tuesday	9 a.m.	3:00 p.m.*		
Wednesday	9 a.m.	3:00 p.m.*		
Thursday	9 a.m.	3:00 p.m.*		
Friday	9 a.m.	3:00 p.m.*		
Saturday				
Sunday				

Total Cost of Program: grant funded

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: RI Department of Education – PROJECT OPPORTUNITY

Mailing Address: Shepard Building, 255 Westminster St.
Providence, RI 02903

Website address:

Name of Program: **PROJECT OPPORTUNITY (WESTBAY CAP)**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Kathleen Howell	732-4666 x 130	737-2051	khowell@westbaycap.org
Betsy Beach	732-4666 x 124	737-2051	bbeach@westbaycap.org

Financial Aid Contact Person: N/A

Program Description:

Westbay applies principles of the workplace as a foundation for its instruction. Adult learners experience how each subject is an integrated part of the "big picture" while helping students learn how to learn. Our program is a multi-tiered program consisting of Pre-GED, GED, post secondary prep and workplace literacy. We use an interdisciplinary approach to teach core subjects as well as workplace literacy skills. It is our goal to move students from teacher-centered instruction to learner-centered learning. The students become responsible for their learning and developing skills to become life long learners.

In addition, Westbay offers three evening programs at West Warwick High School:
Beginning/intermediate ESOL program, advanced ESOL program and a GED program.
Beginner/intermediate ESOL Monday, Wednesday & Thursday 6:00 p.m. – 8:30 p.m.
Advanced ESOL Monday, Tuesday and Thursday 6:00 p.m. – 8:30 p.m.
GED Monday, Tuesday and Thursday 6:00 p.m. – 8:30 p.m.

Names of Certificate(s) or credential(s) awarded upon completion:

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Evening Program: West Warwick High School Webster Knight Drive West Warwick, RI – Handicapped accessible (elevator in lobby)-- limited public transportation -- parking

*It is our expectation that you will update this each calendar year.

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: R.I. Department of Labor & Training
Mailing Address: 1511 Pontiac Ave.
Cranston, R.I. 02920
Website Address: cvollaro@dlt.state.ri.us
Name of Program: **Rapid Job Entry Program (RJEP)**
(a cooperative agreement between DHS and DLT)

Contact Person(s) for Program Information:

Camille Vollaro	462-8815	462-8798	cvollaro@dlt.state.ri.us
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
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Program Description:

The Rapid Job Entry Program offers an intensive employment readiness workshop. Workshops include in an exploration of the participant's previous work history, transferable skills, various areas of employment interest and any supportive services necessary and include participant job readiness activities. Participants determined to be in need of (and eligible for) skills training, on-the-job training, work experience, remediation, or work supplementation are referred to the appropriate pre-employment service. Otherwise, participants begin in-depth job search/job club instruction in workplace competencies, job search skills, resume preparation and interviewing skills. It is the goal of the Rapid Job Entry Program that all clients attending the program become employed. Staff facilitates both group and one-on-one services/career counseling throughout all phases of the program. Once the client is employed, staff continues to work with them through 6 months employment or longer if necessary.

Names of Certificate(s) or credential(s) awarded upon completion:

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared: Jobs range in types depending on client interest, experience, and available openings. Salaries can range from \$7:00 to \$15:00.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

All referrals to the program must come from DHS Case Worker. The program serves FIP parents, Food Stamp recipients required to work, and non-custodial parents referred from the Child Support Enforcement Agency.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Statewide. Newport, Bristol County, Wakefield, West Warwick, Providence, Pawtucket, and Woonsocket. Parking not an issue, and all buildings are accessible. Most locations are on a bus line.

Enrollment information for calendar year 2006*:

Open entry / open exit? Workshops begin approximately every three (3) weeks, yearly.

Scheduled Start Date _____

Scheduled Start Date _____

Scheduled Start Date _____

Scheduled Start Date _____

Scheduled Start Date _____

Scheduled Start Date _____

Total Number of Weeks in Program: Can vary with individual.

Brief description of any flexibility or options offered regarding start/end dates: We are able to accept referrals on an individual basis, if the client cannot attend scheduled workshops.

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 9:00	1:00 OR 3:00		
Tuesday	9:00 9:00	1:00 OR 3:00		
Wednesday	9:00 9:00	1:00 OR 3:00		
Thursday	9:00 9:00	1:00 OR 3:00		
Friday	9:00 9:00	1:00 OR 3:00		
Saturday				
Sunday				

Total Cost of Program: NONE

Total Cost Paid by RI DHS: _____

Other Types of Financial Aid available to the student:

***NOTE:** It is our expectation that you will update this Fact Sheet each calendar year.

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: Self Help, Inc

Mailing Address: 100 Bullocks Point Avenue
Riverside, RI 02915

Website address:

Name of Program: Adolescent Self-Sufficiency Collaborative (ASSC)

Contact Person(s) for Program Information:

Doris Delekta	737-1000 x 146	433-1598	ddelekta@ebcap.org
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person: N/A

Program Description:

The primary goal of the ASSC is: teens graduate from secondary school well prepared to lead productive lives. Toward this end, the ASSC provides case management services to all (not just those receiving or eligible to receive FIP cash benefits) pregnant and parenting teens requiring or requesting them. The ASSC objectives are a.) reduce repeat pregnancy, b.) improve social skills/character development, and c.) improve academic and other life skills (including parenting skills) of all participants. Further, the ASSC assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements and provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in East Providence and Barrington

Enrollment information for calendar year 2006*:

Open entry / open exit? X
 Yes No

Total Number of Weeks in Program: The ASSC operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 30 hr/wk) as appropriate. They must also attend ASSC led group and/or individual skill building sessions held in schools, community sites, in the Career Academy or at their own homes.

Brief description of any flexibility or options offered regarding start/end dates: Delivery of the program via a case management system allows the program to begin at any date throughout the year. The Pawtucket Career Academy is available to Self-Help, Inc. ASSC participants.

<u>BVCAP/Pawtucket Career Academy Days and Hours</u>				
	<u>Time Starts</u>	<u>Time Ends</u>	<u>Time Starts</u>	<u>Time Ends</u>
Monday	9:00 AM	2:00 PM		
Tuesday	9:00 AM	2:00 PM		
Wednesday	9:00 AM	2:00 PM		
Thursday	9:00 AM	2:00 PM		
Friday	9:00 AM	2:00PM		
Saturday				
Sunday				

Total Cost of Program: grant funded

Total Cost Paid by RI DHS: grant funded

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: SER Jobs for Progress

Mailing Address: 101 Main Street, Suite 302
Pawtucket, RI 02860

Website address:

Name of Program: **Supportive Employment and Transitional Jobs**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Maria Fonseca	724-1820 x 104	724-8490	mfonseca1@verizon.net
Lissa Dreyer	724-1820 x 103	724-8490	ldreyer@verizon.net

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
Carlos Pedro	724-1820 x 110	724-8490	cpedro@verizon.net

Program Description: Supportive Employment services are provided in the context of employment. FIP parents are referred to SER by DHS' Job Retention Unit, and then are provided orientation and brief assessment by SER prior to placement in suitable employment. Individualized, intensive and supportive case management services are provided to assure employment success and retention. Transitional Jobs services differ from Supportive Employment services in that there is a period of paid work experience that precedes the FIP parent's placement in more permanent employment. During the period of paid work experience, the FIP parent may be in a public or private transitional work setting while the parent receives individualized, intensive and supportive case management and the parent's wages are paid through SER.

Names of Certificate(s) or credential(s) awarded upon completion: n/a

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

n/a – this is individualized

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

SER will serve FIP parents throughout the state, as assigned, but primarily in the urban areas and work primarily with limited English speakers. Physical locations are 807 Broad Street, Suite 320, Providence, RI and 101 Main Street, Suite 302, Pawtucket, RI.

Enrollment information for calendar year 2006*:

Open entry / open exit? Yes

Number of Weeks: See below

Number of Hours per Week: 20-35

A maximum of 4 weeks is allowed for orientation and job search. For participants who are successful in obtaining work, SER Jobs will support and follow the participant for 6 months.

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:30 am	3:30 pm		
Tuesday	9:30 am	3:30 pm		
Wednesday	9:30 am	3:30 pm		
Thursday	9:30 am	3:30 pm		
Friday	9:30 am	3:30 pm		
Saturday				
Sunday				

Total Cost of Program N/A Total Cost Paid by RI DHS

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: South County Community Action Program

Mailing Address: 1080 Kingstown Road
Wakefield, RI 02879

Name of Program: Adolescent Self-Sufficiency Collaborative (ASSC)

Contact Person(s) for Program Information:

Kelly Alverson	789-3016	884-1959	kalverson@ssccainc.org
Name	Telephone	FAX	E-mail

Financial Aid Contact Person: N/A

Program Description:

The primary goal of the ASSC is that teens graduate from secondary school well prepared to lead productive lives. Toward this end, the ASSC provides case management services to all (not just those receiving or eligible to receive FIP cash benefits) pregnant and parenting teens requiring or requesting them. The ASSC objectives are to a.) reduce repeat pregnancy, b.) improve social skills/character development, and c.) improve academic and other life skills (including parenting skills) of all participants. Further, the ASSC assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in Charlestown, Hopkinton, Narragansett, North Kingstown, and Westerly.

Enrollment information for calendar year 2006*:

Open entry / open exit? x
 Yes No

Total Number of Weeks in Program: The ASSC operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 30 hr/wk) as appropriate. They must also attend ASSC led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief description of any flexibility or options offered regarding start/end dates: Delivery of the program via a case management system allows the program to begin at any date throughout the year.

<u>SCCAP/Westerly Career Academy Days and Hours</u>				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 AM	2:00 PM		
Tuesday	9:00 AM	2:00 PM		
Wednesday	9:00 AM	2:00 PM		
Thursday	9:00 AM	2:00 PM		
Friday	9:00 AM	2:00PM		
Saturday				
Sunday				

Total Cost of Program: grant funded

Total Cost Paid by DHS: grant funded

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: South Shore Mental Health

Mailing Address: 4705A Old Post Road South
Charlestown, RI 02813

Website address:

Name of Program: Supportive Employment

Contact Person(s) for Program Information:

<u>Danielle Hetu</u>	<u>789-1367</u>	<u>789-6744</u>	<u>dhету@ssmhc.org</u>
<u>Jerry Cutler</u>	<u>789-1367</u>	<u>789-6744</u>	<u>jcutler@ssmhc.org</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

N/A

Name	Telephone	FAX	E-Mail
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Program Description: Supportive services are provided in the context of employment. FIP parents are referred to South Shore by DHS' Job Retention Unit, and then are provided orientation and brief assessment by South Shore prior to placement in suitable employment. Individualized, intensive and supportive case management services are provided to assure employment success and retention.

Names of Certificate(s) or credential(s) awarded upon completion: n/a

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:
n/a – this is individualized

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

South Shore will serve FIP parents statewide with concentration in southern RI and Aquidneck Island, and offers expertise in serving those with mental and behavioral health barriers. Physical location is 55 Cherry Lane, Wakefield, RI 02879. Site is handicap accessible. RIPTA offers RIDE program.

Enrollment information for calendar year 2005*:

Open entry / open exit? Yes

Days and Hours that Program is Offered: <u>*Please note that SSMHC staff meet with parents individually, in parent homes or other preferred meeting locations, and are available between the hours of 8AM-9PM</u>				
	Time Starts*	Time Ends*	Time Starts	Time Ends
Monday	8:00 am	9:00 pm		
Tuesday	8:00 am	9:00 pm		
Wednesday	8:00 am	9:00 pm		
Thursday	8:00 am	9:00 pm		
Friday	8:00 am	9:00 pm		
Saturday	As needed			
Sunday	As needed			

Total Cost of Program N/A Total Cost Paid by RI DHS

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: SSTARBIRTH/SSTAR of RI, Inc.

Mailing Address: 80 East Street
Cranston, RI 02920

Website address:

Name of Program: SSTARBIRTH FIP PROGRAM

Contact Person(s) for Program Information:

Linda Barry **463-6001**
Name

Telephone

FAX

E-Mail

Financial Aid Contact Person:

N/A

Name

Telephone

FAX

E-Mail

Program Description:

A residential program to assist women with histories of substance abuse and parenting issues to develop life skills that will allow them to live and work while maintaining sobriety and custody of their children. A DCYF case plan is required. Includes formal assessment including ASAM criteria, life skills, parenting skills, educational, and vocational history. After daily skills are mastered, move toward obtaining a GED, interviewing skills for employment, and interviewing for housing.

Names of Certificate(s) or credential(s) awarded upon completion:

N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

N/A

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

DCYF case plan, including identification of treatment/parenting needs; physical; previous psychiatric evaluations. Also, children's medical history, emergency care approval form from DCYF, child-authorized visitor form from DCYF.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

80 East St., Cranston, RI 02920

Enrollment information for calendar year 2006*:

Open entry / open exit? X
 Yes No

Total Number of Weeks in Program: N/A (Residential)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total Cost of Program: grant funded

***It is our expectation that you will update this each calendar year.**

Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers

Name of Organization: Tri-Town Community Action Program
Mailing Address: 1126 Hartford Avenue
Johnston, RI 02919

Name of Program: **Adolescent Self-Sufficiency Collaborative (ASSC)**

Contact Person(s) for Program Information:

Amy Ewing	351-2750 x1008	351-6756	aewing@tri-town.org
Name	Phone	Fax	Email

Financial Aid Contact Person: N/A

Program Description:

The primary goal of the ASSC is that teens graduate from secondary school well prepared to lead productive lives. Toward this end, the ASSC provides case management services to all (not just those receiving or eligible to receive FIP cash benefits) pregnant and parenting teens requiring or requesting them. The ASSC objectives are to a.) reduce repeat pregnancy, b.) improve social skills/character development, and c.) improve academic and other life skills (including parenting skills) of all participants. Further, the ASSC assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in Burrillville, Glocester, Johnston, North Providence, North Smithfield, and Smithfield.

Enrollment information for calendar year 2006*:

Open entry / open exit? x
 Yes No

Total Number of Weeks in Program:

The ASSC operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 30 hr/wk) as appropriate. They must also attend ASSC led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief description of any flexibility or options offered regarding start/end dates: Delivery of the program via a case management system allows the program to begin at any date throughout the year.

Total Cost of Program: grant funded

Total Cost Paid by RI DHS: grant funded

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Tri-Town CAP

Mailing Address: 1126 Hartford Ave., Suite 202
Johnston, RI 02919

Website address: www.tri-town.org

Name of Program: Supportive Employment

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Joseph Neri	351-2750 x 1124	351-6758	JNeri@Tri-Town.org
David Banno	351-2750 x 1101	351-6758	dbanno@tri-town.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
N/A			

Program Description: Supportive services are provided in the context of employment. FIP parents are referred to Tri-Town by DHS' Job Retention Unit, and then are provided orientation and brief assessment by Tri-Town prior to placement in suitable employment. Individualized, intensive and supportive case management services are provided to assure employment success and retention.

Names of Certificate(s) or credential(s) awarded upon completion: n/a

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:
n/a – this is individualized

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Tri-Town will serve FIP parents from Woonsocket to Westerly, as assigned

Enrollment information for calendar year 2005*:

Open entry / open exit? Yes

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 am	4:30 pm		
Tuesday	8:30 am	4:30 pm		
Wednesday	8:30 am	4:30 pm		
Thursday	8:30 am	4:30 pm		
Friday	8:30 am	4:30 pm		
Saturday				
Sunday				

Total Cost of Program N/A Total Cost Paid by RI DHS

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: Urban League of Rhode Island

Mailing Address: 246 Prairie Avenue
Providence, RI 02905

Name of Program: Adolescent Self-Sufficiency Collaborative (ASSC)

Contact Person(s) for Program Information:

Celeste Jeffrey	351-5000	Ext. 111	454-1946	celeste@ulri.org
Name	Telephone		FAX	E-mail

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-mail
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Program Description:

The primary goal of the ASSC is that teens graduate from secondary school well prepared to lead productive lives. Toward this end, the ASSC provides case management services to all (not just those receiving or eligible to receive FIP cash benefits) pregnant and parenting teens requiring or requesting them. The ASSC objectives are to a.) reduce repeat pregnancy, b.) improve social skills/character development, and c.) improve academic and other life skills (including parenting skills) of all participants. Further, the ASSC assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in the city of Providence.

Enrollment information for calendar year 2006*:

Open entry / open exit? x
 Yes No

Total Number of Weeks in Program: The ASSC operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 30 hr/wk) as appropriate. They must also attend ASSC led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief description of any flexibility or options offered regarding start/end dates: Delivery of the program via a case management system allows the program to begin at any date throughout the year. The Career Academy has an open entry/open exit enrollment.

<u>West End Community Center/Providence Career Academy Days and Hours</u>				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 AM	2:00 PM		
Tuesday	9:00 AM	2:00 PM		
Wednesday	9:00 AM	2:00 PM		
Thursday	9:00 AM	2:00 PM		
Friday	9:00 AM	2:00PM		
Saturday				
Sunday				

Total Cost of Program: grant funded

Total Cost Paid by RI DHS: grant funded

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Certified Vendors/DHS Contracted Providers**

Name of Organization: Urban League of Rhode Island

Mailing Address: 246 Prairie Avenue
Providence, RI 02905

Website address: www.ulri.org

Name of Program: Transitional Jobs

Contact Person(s) for Program Information:

Marcia Ranglin-Vassell	351-5000 x 156	454-1946	marcia@ulri.org
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
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Program Description: Transitional Jobs services entail a period of paid work experience that precedes the FIP parent's placement in more permanent employment. During the period of paid work experience, the FIP parent may be in a public or private transitional work setting while the parent receives individualized, intensive and supportive case management and the parent's wages are paid through Urban League. Urban League then assists the FIP parent into a permanent placement (could be with the same company).

Names of Certificate(s) or credential(s) awarded upon completion: n/a

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

n/a – this is individualized

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Urban League will serve FIP parents in the metropolitan area, but they are physically located at 246 Prairie Avenue, Providence, RI.

Enrollment information for calendar year 2005*:

Open entry / open exit? Yes

Days and Hours that Program is Offered				
	Time Starts (at ULRI)	Time Ends (at ULRI)	Time Starts	Time Ends
Monday	9:00 am	1:00 pm		
Tuesday	9:00 am	1:00 pm		
Wednesday	9:00 am	1:00 pm		
Thursday	9:00 am	1:00 pm		
Friday	9:00 am	1:00 pm		
Saturday				
Sunday				

Total Cost of Program N/A Total Cost Paid by RI DHS

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers

Name of Organization: Visiting Nurse Services: Young Parents Program
Mailing Address: 21 Chapel Street
Newport, RI 02840
Name of Program: Adolescent Self-Sufficiency Collaborative (ASSC)

Contact Person(s) for Program Information:

Susan Jacobsen	849-2101 x 12	849-7720	sjacobsen@vnsri.com
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Name	Telephone	FAX	E-mail
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Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-mail
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Program Description:

The primary goal of the ASSC is that teens graduate from secondary school well prepared to lead productive lives. Toward this end, the ASSC provides case management services to all (not just those receiving or eligible to receive FIP cash benefits) pregnant and parenting teens requiring or requesting them. The ASSC objectives are to a.) reduce repeat pregnancy, b.) improve social skills/character development, and c.) improve academic and other life skills (including parenting skills) of all participants. Further, the ASSC assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in Bristol, Jamestown, Little Compton, Middletown, Newport, Portsmouth, Tiverton and Warren.

Enrollment information for calendar year 2006*:

Open entry / open exit? X
 Yes No

Total Number of Weeks in Program: The ASSC operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 30 hr/wk) as appropriate. They must also attend ASSC led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief description of any flexibility or options offered regarding start/end dates: Delivery of the program via a case management system allows the program to begin at any date throughout the year. The Career Academy is open entry/open exit.

<u>VNS: YPP/ Newport Career Academy Days and Hours</u>				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 AM	2:00 PM		
Tuesday	9:00 AM	2:00 PM		
Wednesday	9:00 AM	2:00 PM		
Thursday	9:00 AM	2:00 PM		
Friday	9:00 AM	2:00PM		
Saturday				
Sunday				

Total Cost of Program: grant Funded

Total Cost Paid by RI DHS: grant funded

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers**

Name of Organization: Westbay Community Action Program
Mailing Address: 205 Buttonwoods Avenue
Website address: Warwick, RI 02886
Name of Program: Adolescent Self-Sufficiency Collaborative (ASSC)

Contact Person(s) for Program Information:

Kathie Nye	732-4660 x 136	739-2761	knye@westbaycap.org
Name	Telephone	FAX	E-Mail

Program Description:

The primary goal of the ASSC is that teens graduate from secondary school well prepared to lead productive lives. Toward this end, the ASSC provides case management services to all (not just those receiving or eligible to receive FIP cash benefits) pregnant and parenting teens requiring or requesting them. The ASSC objectives are to a.) reduce repeat pregnancy, b.) improve social skills/character development, and c.) improve academic and other life skills (including parenting skills) of all participants. Further, the ASSC assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in East Greenwich, Warwick, and West Warwick.

Enrollment information for calendar year 2006*:

Open entry / open exit? x
 Yes No

Total Number of Weeks in Program: The ASSC operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 30 hr/wk) as appropriate. They must also attend ASSC led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief description of any flexibility or options offered regarding start/end dates: Delivery of the program via a case management system allows the program to begin at any date throughout the year.

Total Cost of Program: grant funded

Total Cost Paid by RI DHS: grant funded

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Westbay CAP

Mailing Address: 224 Buttonwoods Avenue
Warwick, RI 02886

Website address: www.westbaycap.org

Name of Program: Supportive Employment and Transitional Jobs

Contact Person(s) for Program Information:

Jessie Ealy	732-4666 x 120	732-6965	jessie@westbaycap.org
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
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Program Description: Supportive Employment services are provided in the context of employment. FIP parents are provided orientation and brief assessment by Westbay prior to placement in suitable employment. Individualized, intensive and supportive case management services are provided to assure employment success and retention. Transitional Jobs services differ from Supportive Employment services in that there is a period of paid work experience that precedes the FIP parent's placement in more permanent employment. During the period of paid work experience, the FIP parent may be in a public or private transitional work setting while the parent receives individualized, intensive and supportive case management and the parent's wages are paid through Westbay.

Names of Certificate(s) or credential(s) awarded upon completion: n/a

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:
n/a – this is individualized

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Westbay will serve FIP parents throughout the state, as assigned, but concentrate in the west bay area, and physical location is 218 Buttonwoods Avenue, Warwick, RI.

Enrollment information for calendar year 2005*:

Open entry / open exit? Yes

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 am	4:00 pm		
Tuesday	9:00 am	4:00 pm		
Wednesday	9:00 am	4:00 pm		
Thursday	9:00 am	4:00 pm		
Friday	9:00 am	4:00 pm		
Saturday				
Sunday				

Total Cost of Program N/A Total Cost Paid by RI DHS

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
DHS Contracted Providers

Name of Organization: Women and Infants Hospital

Mailing Address: 101 Dudley Street
Providence, RI 02905

Name of Program: Adolescent Self-Sufficiency Collaborative (ASSC)

Contact Person(s) for Program Information:

Mary Donnelly or Iris Pimental	274-1100	453-7679	mdonnell@wihri.org
Name	Telephone	FAX	E-mail

Program Description:

The primary goal of the ASSC is that teens graduate from secondary school well prepared to lead productive lives. Toward this end, the ASSC provides case management services to all (not just those receiving or eligible to receive FIP cash benefits) pregnant and parenting teens requiring or requesting them. The ASSC objectives are to a.) reduce repeat pregnancy, b.) improve social skills/character development, and c.) improve academic and other life skills (including parenting skills) of all participants. Further, the ASSC assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in the city of Providence who attend Central High School, Classical High School and Hanley Vocational School.

Enrollment information for calendar year 2006*:

Open entry / open exit? X
 Yes No

Total Number of Weeks in Program: The ASSC operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 30 hr/wk) as appropriate. They must also attend ASSC led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief description of any flexibility or options offered regarding start/end dates: Delivery of the program via a case management system allows the program to begin at any date throughout the year.

Total Cost of Program: grant funded

Total Cost Paid by RI DHS: grant funded

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**

DHS

PRE-CERTIFIED

VENDORS

Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)

Name of Organization: **Amos House**

Mailing Address: 415 Friendship Street, PO Box 72873

Providence, RI 02907

Website address: **www.amoshouse.com**

Name of Program: **Amos Culinary Education (ACE)**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
<u>Linda Watkins</u>	<u>272-0220</u>	<u>272-2137</u>	<u>lwatkins@amoshouse.com</u>

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
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Program Description:

Amos Culinary Education (ACE) Program: The ACE program is a 12-week-long job preparedness program. It is a cooking and food preparation training course that prepares people for employment in the food service industry. Upon successfully completing this program, graduates receive ServSafe Certification as well as CPR and First Aid Certification. Support services are available to all participants including job placement assistance upon graduation. Applicants must be at least 18 years of age, have a picture ID and social security card, and be willing to make a strong commitment to a 12-week-long training program. Applicants do not have to be a high school graduate, and they do not need to have cooking experience. Individuals with criminal records are eligible.

Names of Certificate(s) or credential(s) awarded upon completion:

Certificate of Program Completion, First Aid and CPR Certifications, ServSafe (must pass exam)

Prerequisites for admission into program (i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.):

Reading at 6th grade or above, clean and sober, pass a drug screen, have strong commitment to occupation and entering employment at end of training.

Names of Jobs/Positions with salary ranges for which graduates of this program are prepared:

Prep Cook – ave. \$8.50

Server – ave. \$8.50

Kitchen Helper – ave. \$8.50

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Training in classroom and kitchen settings at Amos House and at Crossroads' RI kitchen. Externships at area restaurants.

Enrollment information for calendar years 2006 forward*:

Open entry / open exit? (open enrollment until the 6th week and students with extensive experience may be placed in jobs before completing the 12th week)

Scheduled Start Date	<u>12/6/06</u>	Scheduled End Date	<u>3/07</u>
Scheduled Start Date	<u>4/07</u>	Scheduled End Date	<u>6/07</u>
Scheduled Start Date	<u>7/07</u>	Scheduled End Date	<u>9/07</u>
Scheduled Start Date	<u>10/07</u>	Scheduled End Date	<u>12/07</u>

Total Number of Weeks: 12 **Total Number of Hours per Week:** 30*
• plus 28 hours of tutoring

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00am	4:00pm		
Tuesday	9:00am	4:00pm		
Wednesday	9:00am	4:00pm		
Thursday	9:00am	4:00pm		
Friday	9:00am	4:00pm		
Saturday				
Sunday				

Total Cost of Program \$4,660 **Total Cost Paid by RI DHS:** \$4000

Other Types of Financial Aid available to the student: N/A, balance paid through other sources

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community College of Rhode Island
Mailing Address: 1762 Louisquisset Pike
Lincoln, Rhode Island 02865
Website address: CCRI.EDU

Name of Program: Certified Nursing Assistant Training (CNA)

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

Denise T. Szymczuk (Referral Agent)	333-7165	333-7426	dszymczuk@ccri.edu
Name	Telephone	FAX	E-Mail
Mary Parrillo (Training Evaluator)	333-7286	333-7237	maparrillo@ccri.edu
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person: n/a

Program Description:

CCRI's Certified Nursing Assistant Program is designed to teach individuals basic nursing skills to provide care for the elderly, disabled, ill, handicapped, or dependent individuals in home settings, hospitals, and long-term care facilities. The program consists of 120 hours of training in classroom, lab, and clinical study.

Names of Certificate(s) or credential(s) awarded upon completion:

Certificate of Completion; qualified to sit for the state licensing exam.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Nurse Aide: \$11.00 – 13.00

Nurse Assistant: \$11.00 – 13.00

Home Health Aide: \$11.00 – 13.00

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, TABE Reading, Math, and Language, etc.)

TABE reading test results – minimum of 7.9; up-to-date physical exam; immunization read, PPD, Hepatitis B Test; and applicable background criminal investigation check (BCI).

Days and Hours that Program is Offered: Lincoln Flanagan Campus					
	Time Starts:	Time Ends*		Time Starts:	Time Ends*
Monday	9:00 a.m.	1:00 p.m.			
Tuesday	9:00 a.m.	1:00 p.m.		5:00 p.m.	9:00 p.m.
Wednesday	9:00 a.m.	1:00 p.m.		5:00 p.m.	9:00 p.m.
Thursday	9:00 a.m.	1:00 p.m.		5:00 p.m.	9:00 p.m.
<u>Friday</u>	<u>* (plus 4 hrs of supervised homework)</u>			<u>*(plus 8 hrs of supervised homework)</u>	
Saturday					
Sunday					

Days and Hours that Program is Offered: Davies Vocational, Lincoln (Tentative)				
	Time Starts:	Time Ends*	Time Starts: Davies	Time Ends
Monday	5:00 p.m	9:00 p.m.		
Tuesday				
Wednesday	5:00 p.m	9:00 p.m.		
Thursday	5:00 p.m	9:00 p.m.		
Friday	*(plus 8 hrs of supervised homework)			
Saturday				
Sunday				

Days and Hours that Program is Offered: Warwick Knight Campus				
	Time Starts:	Time Ends *	Time Starts:	Time Ends
Monday				
Tuesday	5:00 p.m.	9:00 p.m.		
Wednesday	5:00 p.m.	9:00 p.m.		
Thursday	5:00 p.m.	9:00 p.m.		
Friday	* (plus 8 hrs of supervised homework)			
Saturday				
Sunday				

* "Homework" must be supervised.

Total Cost of Program: \$721.00

Total Cost Paid by RI DHS: \$721.00

Other Types of Financial Aid available to the student: N/A

***NOTE:** It is our expectation that you will update this Fact Sheet each calendar year.

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community College of Rhode Island
Mailing Address: 1762 Louisquisset Pike
Lincoln, Rhode Island 02865
Website address: CCRI.EDU

Name of Program: Culinary Arts Assistant

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

Denise T. Szymczuk (Referral agent)	333-7165	333-7426	dszymczuk@ccri.edu
Name	Telephone	FAX	E-Mail
Emilio Colantonio (Program Director)	825-2320	825-2265	ecolantonio@ccri.edu
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person: N/A

Program Description:

The program consists of 297 hours of education and training in three major components: Classroom, Kitchen and Internship. Courses include Food Production, Sanitation and Safety, and Culinary Facilities. Theoretical concepts will be learned and applied in a simulated workplace environment. Evaluations and examinations are based on reading assignments, writing projects, presentations, written exams, and practical applications.

Names of Certificate(s) or credential(s) awarded upon completion:

Food Manager's Sanitation Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Cook \$8.00 - \$10.00
Banquet Chef \$8.00 - \$10.00
Dining Room Manager \$8.00 - \$10.00
Caterer \$8.00 - \$10.00
Club Steward \$8.00 - \$10.00
Dietary Food Manager \$12.00 - \$14.00

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, TABE Reading, Math, and Language, etc.)

Interview, GED/HS Diploma, Health form, CCRI Orientation, Accuplacer Testing / 9.9 TABE in Reading and Math, 9.0 in Language.

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community College of Rhode Island
Mailing Address: 1762 Louisquisset Pike
Lincoln, Rhode Island 02865
Website address: CCRI.EDU

Name of Program: Office Skills Training

Check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

Denise T. Szymczuk (Referral agent)	333-7164	333-7246	dszymczuk@ccri.edu
Name	Telephone	FAX	E-Mail
Mary Parrillo (Training Evaluator)	333-7286	333-7237	maparrillo@ccri.edu
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person: n/a

Program Description:

A 20-week, 400-hour program consisting of 18 weeks of training and 2 weeks of intensive job readiness/search activities. Topics covered include Windows XP, Internet Explorer, sending and receiving E-mail, complete Office Suite 2003, office practices and procedures, and academic enrichment.

Names of Certificate(s) or credential(s) awarded upon completion:

Office Skills Training – Certificate*

*Given after completion of program and 13 weeks of employment.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Clerical & Administrative Support Workers; Entry level or better office employment, using Microsoft Office 2003, math, English, typing, filing, and business correspondence skills.
Salary range: \$10.50 to \$13.00 per hour.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

TABE – Reading, Math, and Language results equivalent to 7.9

High School Diploma, GED or enrollment in GED program

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

CCRI's Flanagan Campus, 1762 Louisquisset Pike, Lincoln, RI

Davies Career & Technical Center, 50 Jenckes Hill Road, Lincoln, RI

The facilities offer ample parking, are handicap accessible, and are on a bus line.

Enrollment information for calendar year 2006-07*:

Open entry / open exit? X
 Yes No

Scheduled Start Date: July

Scheduled Start Date: February

Total Number of Weeks in Program: 20

Total Number of Hours per Week: 20

Brief description of any flexibility or options offered regarding start/end dates Classes are
formed when sufficient numbers are enrolled. Enrollment is open until the end of the first week of program.

Days and Hours that Program is Offered				
	Time Start (CCRI)	Time End (CCRI)	Time Start (Davies)*	Time End (Davies)
Monday	9:00 a.m.	2:00 p.m.	4:00 (4:30 p.m.)	8:30 (9:00 p.m.)
Tuesday	9:00 a.m.	2:00 p.m.	4:00 (4:30 p.m.)	8:30 (9:00 p.m.)
Wednesday	9:00 a.m.	2:00 p.m.	4:00 (4:30 p.m.)	8:30 (9:00 p.m.)
Thursday	9:00 a.m.	2:00 p.m.	4:00 (4:30 p.m.)	8:30 (9:00 p.m.)
Friday	9:00 a.m.	2:00 p.m.		
Saturday				
Sunday				

* plus 2 hours of supervised "homework" totaling 20

Total Cost of Program: \$2,540.00

Total Cost Paid by RI DHS: \$ 2,540.00

Other Types of Financial Aid available to the student: N/A

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community College of Rhode Island
Mailing Address: 1762 Louisquisset Pike
Lincoln, Rhode Island 02865
Website address: CCRI.EDU

Name of Program: Teacher Assistant Certification Program

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

Denise T. Szymczuk(Referral agent)	333-7165	333-7426	dszymczuk@ccri.edu
Name	Telephone	FAX	E-Mail
Jamie Nash (Program Coodinator)	333-7070	333-7237	jnash@ccri.edu
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person: N/A

Program Description:

If you are serious about beginning a career in education, this program is for you. Become a confident, paraprofessional by acquiring the skills and knowledge to be an effective member of a teaching team. This Rhode Island Department of Education approved, 42-hour program will provide training consistent with state standards for all persons interested in being employed as a full-time, part-time, or substitute teacher assistant.

Instruction is provided by a multidisciplinary team. Topics to be addressed include: roles and responsibilities of the teacher assistant, human development, diversity, special education basic rights, school health & safety, the instructional process, school laws, computer & technology skills, positive classroom climate, team building & collaboration, and professionalism & communication.

Names of Certificate(s) or credential(s) awarded upon completion:

A certificate of completion recognized by the RI Department of Education is awarded upon the successful completion of all classes, assignments, and the final assessment.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Teacher Assistant - \$7.40 to \$16.50 per hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, TABE Reading, Math, and Language levels, etc.)

GED or High School Diploma and TABE: Reading, Math, and Language – minimum score of 7.0 on all areas.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

CCRI's Lincoln, Providence, and Warwick Campuses

These facilities offer ample parking, are handicap accessible, and are on the bus line.

Enrollment information for calendar year 2006-07*:

Open entry / open exit? **X**
 Yes **No**

Scheduled Start Date Jan. - Lincoln

Scheduled Start Date Jan. - Warwick

Scheduled Start Date Mar. - Lincoln

Scheduled Start Date Mar. - Warwick

Scheduled Start Date May - Lincoln

Scheduled Start Date May. - Warwick

Scheduled Start Date June - Providence

Scheduled Start Date

Total Number of Weeks in Program: 2 evenings per week for 6 weeks*

Brief description of any flexibility or options offered regarding start/end dates:

Students are allowed to miss 2 classes and make them up at the next scheduled training session.

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	6:00pm*	9:00pm		
Tuesday			6:00pm*	9:00pm
Wednesday	6:00pm	9:00pm		
Thursday			6:00pm	9:00pm
Friday				
Saturday				
Sunday				

Total Cost of Program: \$ 290.00

Total Cost Paid by RI DHS: \$ 290.00

Other Types of Financial Aid available to the student: N/A

***NOTE:** It is our expectation that you will update this Fact Sheet each calendar year.

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Crossroads Rhode Island

Mailing Address: 160 Broad Street
Providence, RI 02903

Website address: www.crossroadsri.org

Name of Program: Crossroads Certified Nursing Assistant Program

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

Angela Bowman	521-2255 x 138	421-7410	abowman@crossroadsri.org
Name	Telephone	FAX	E-Mail

Program Description: An 8-week, blended (training +work experience) program which prepares students to become Certified Nursing Assistants, and to take the state exams for CNAs. Classroom instruction daily on all aspects of CNA job, such as taking vital signs, making beds, personal care for patients. Clinical experience days are distributed throughout the seven weeks. On these days, students work caring for patients at the Elmhurst Nursing Center and RI Hospital under the supervision of staff. Class is taught by an experienced long-term care nurse. Remedial help on coursework is available through the Crossroads Learning Center. Employment specialists also provide information on workplace communication and ethics, customer service, filling out job applications, interview skills and resume preparation. All students are assigned a Case Manager from Crossroads to assist in clearing all obstacles to successful completion of the course. A Career Day offers students a way to meet potential employers, some of whom participate through the RI Healthcare Partnership's Workforce Development initiative. Employment specialists assist with placement.

Names of Certificate(s) or credential(s) awarded upon completion: Certificate of Completion

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Certified Nursing Assistant - \$9.50 to \$16.00 per hour, depending on location of job, shift, and willingness to travel.

Prerequisites for admission into program: (i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

TABE (Test of Adult Basic Education) score of 7.5 or higher, negative BCI, negative TB test, MMR vaccination proof, proof of immunization for tetanus and chicken pox, copy of birth certificate or passport, completed FIP 102 referral form, 18 years of age or older, photo identification.

Primary location is Elmhurst Nursing Center, 50 Maudel Street, Providence, RI. Students are also required to attend some classes at Crossroads RI, 160 Broad Street, Providence, Rhode Island. Both locations are easily accessible by bus. Elmhurst has parking lot. Clinical experiences will also take place at RI Hospital.

Open entry / open exit: x
Yes No

Scheduled End Date 1/11/08

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends		
Monday	8:00	2:00		
Tuesday	8:00	2:00		
Wednesday	8:00	2:00		
Thursday	8:00	2:00		
Friday	8:00	2:00		
Saturday	No class			
Sunday	No class			

*NOTE: It is our expectation that you will update this Fact Sheet each calendar year.

Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)

Name of Organization: Crossroads Rhode Island

Mailing Address: 160 Broad Street
Providence, RI 02903

Website address: www.crossroadsri.org

Name of Program: Digital Media Printing

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

Viola Smith	521-2255 x 147	421-7410	vsmith@crossroadsri.org
Name	Telephone	FAX	E-Mail

Program Description: A 16-week, blended (training +work experience) program which prepares students for a number of possible careers in printing, digital copy services, digital graphic design (see list below). Classroom instruction daily on all aspects, design software, pre-press and offset press operation, digital copying, finishing (binding, stitching, etc) and customer services. Students will apply learned skills by working on print jobs in an operating work environment. Class is taught by an experienced printer and graphics specialist. Remedial help on coursework is available through the Crossroads Learning Center. Classes also provide information on workplace communication and ethics, customer service, filling out job applications, interview skills and resume preparation. All students are assigned an Employment Specialist from Crossroads to assist in clearing all obstacles to successful completion of the course, employment search and placement, as well as long-term follow up. A stipend of \$10/day is provided.

Names of Certificate(s) or credential(s) awarded upon completion: Certificate of Completion

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Press Operator: \$13-\$16/hr.	Planner – layout format: \$12-\$15/hr.
Mechanical Graphic Artist: \$12-\$15/hr.	Purchasing (print): \$13-\$16/hr.
Customer Service Rep: \$10-\$13/hr.	Computer to Plate (CTP): \$15-\$17/hr.
Estimator: \$12-\$15/hr.	Generalist: \$10-\$14/hr.
Bindery: \$10-\$13/hr.	Cutter: \$10-\$16/hr.
Accounts Receivable/Payable: \$10/hr.	Ink Mixer: \$9-\$12/hr.
Key Operator (Digital Printing): \$8-\$12/hr.	

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Enrollment information for calendar year 2006-7*:

Scheduled End Date 10/07

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30	3:30		
Tuesday	8:30	3:30		
Wednesday	8:30	3:30		
Thursday	8:30	3:30		
Friday	8:30	3:30		
Saturday	No class			
Sunday	No class			

Total Cost Paid by RI DHS: \$4000

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors / DHS Contracted Providers)**

Name of Organization: **DB Grant Associates**
Mailing Address: c/o NetWORKri
175 Main Street
Pawtucket, RI 02860
Website address: www.grantassociatesinc.com

Name of Program: **Opportunity Calls – Customer Service & Call Center Training**

check one: certified vendor X contracted provider _____

Contact Person(s) for Program Information:

Marc Vakassian	(401) 215-5756	728-1890	<u>mvakassian@grantassociatesinc.com</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

Marc Vakassian	(401) 215-5756	728-1890	<u>mvakassian@grantassociatesinc.com</u>
Name	Telephone	FAX	E-Mail

Program Description:

6-week intensive customer service course in a call center environment with business skills

Names of Certificate(s) or credential(s) awarded upon completion:

Grant Associates & ICSA Certificates

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Customer Service Rep \$8.00 - \$12.00/hour + benefits

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

High School diploma or GED with 7.0 TABE score, 18 or older

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: The Family Outreach Center, Inc. (FOCUS)

Mailing Address: 11 Hawthorne St., Providence, RI 02907

Website address:

Name of Program: 10 hours – Education ESL

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Sister Lois Dunn	781-6996	467-8723	Focus65@cox.net

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Dolores Ricci-Norcott	781-6996	467-8723	Focus65@cox.net

Program Description:

10-hour program will stress speaking, reading and writing English with an emphasis on job-related vocabulary.

Names of Certificate(s) or credential(s) awarded upon completion:

N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

These students will already be employed for 20 hours a week. Completion of this program would enhance their chances to gain better paying employment.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

BEST test will be administered prior to acceptance.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

11 Hawthorne St., Providence, RI

RIPTA bus stop at Elmwood and Potters Avenue – 1 block from the Center

Parking lot on Property

Ramp

Enrollment information for calendar years 2007 forward*:

Open entry / open exit? X

Yes No

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday		<u>SCHEDULE WILL</u>		
Tuesday		<u>VARY</u>		
Wednesday		TO ACCOMMODATE		
Thursday		WORK SCHEDULE		
Friday				
Saturday				
Sunday				

Total Cost of Program: \$ 1500

Total Cost Paid by RI DHS: \$1500

Other Types of Financial Aid available to the student:

N/A

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: The Family Outreach Center, Inc. (FOCUS)

Mailing Address: 11 Hawthorne St., Providence, RI 02907

Website address:

Name of Program: 10 hours – Education GED

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Sister Lois Dunn	781-6996	467-8723	Focus65@cox.net

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Dolores Ricci-Norcott	781-6996	467-8723	Focus65@cox.net

Program Description:

10-hour program will prepare students for GED testing in 5 subject areas: reading, social studies, science, math and writing.

Names of Certificate(s) or credential(s) awarded upon completion:

After successful completion of testing, a GED certificate is earned

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

These students will already be employed for 20 hours a week. Completion of this program would enhance their chances to gain better paying employment.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

ABLE test will be administered prior to acceptance.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

11 Hawthorne St., Providence, RI

RIPTA bus stop at Elmwood and Potters Avenue – 1 block from the Center

Parking lot on Property

Ramp

Enrollment information for calendar years 2007 forward*:

Open entry / open exit? **X**
 Yes No

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday		<u>SCHEDULE WILL VARY</u>		
Tuesday		TO ACCOMMODATE		
Wednesday		WORK SCHEDULE		
Thursday				
Friday				
Saturday				
Sunday				

Total Cost of Program: \$ 1500

Total Cost Paid by RI DHS: \$1500

Other Types of Financial Aid available to the student:

N/A

***NOTE:** It is our expectation that you will update this Fact Sheet each calendar year.

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: The Family Outreach Center, Inc. (FOCUS)

Mailing Address: 11 Hawthorne St., Providence, RI 02907

Website address:

Name of Program: Child Care Assistant Certificate Program

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Sister Lois Dunn	781-6996	467-8723	Focus65@cox.net

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Dolores Ricci-Norcott	781-6996	467-8723	Focus65@cox.net

Program Description:

30-hour program covering instruction in procedures used in caring for children 6 weeks to 5 years old and practical experience under the supervision of a lead teacher. Case Manager will help to prepare resumes, practice interview skills, arrange for BCI check and DCYF clearance, instruct on references and job applications, etc.

Names of Certificate(s) or credential(s) awarded upon completion:

Child Care Assistant Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Child Care Assistant - \$8.00 to \$9.00 an hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

BCI check, DCYF Clearance, assistance with improvement of English skills or GED will be handled by our staff as part of this program.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

11 Hawthorne St., Providence, RI

RIPTA bus stop at Elmwood and Potters Avenue – 1 block from the Center

Parking lot on Property

Ramp

Enrollment information for calendar years 2007 forward*:

Open entry / open exit? X
Yes No

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 a.m.	12:00 p.m.	12:30 p.m.	4:00 p.m.
Tuesday	9:00 a.m.	12:00 p.m.	12:30 p.m.	4:00 p.m.
Wednesday	9:00 a.m.	12:00 p.m.	12:30 p.m.	4:00 p.m.
Thursday	9:00 a.m.	12:00 p.m.	12:30 p.m.	4:00 p.m.
Friday	9:00 a.m.	1:00 p.m.		
Saturday				
Sunday				

Total Cost of Program: \$ 4,000

Total Cost Paid by RI DHS: \$4,000

Other Types of Financial Aid available to the student:

N/A

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: The Family Outreach Center, Inc. (FOCUS)

Mailing Address: 11 Hawthorne St., Providence, RI 02907

Website address:

Name of Program: General Office Clerk / Assistant Certificate Program

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Sister Lois Dunn	781-6996	467-8723	Focus65@cox.net

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Dolores Ricci-Norcott	781-6996	467-8723	Focus65@cox.net

Program Description:

30-hour program – instruction in filing, office machines, basic keyboarding, Intro to Microsoft Office, paractical experience in office skills at another site, Case Manager will help to prepare resumes, practice interview skills, arrange for BCI clearance, instruct on job applications, references, etc.

Names of Certificate(s) or credential(s) awarded upon completion:

General Office Clerk / Assistant Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

General Office Clerk, Receptionist, entry level computer - \$8.00 to \$10.00 an hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Competency in reading, writing and speaking English. Before employment our staff will prepare the students for the following:

BCI check

Assistance with improvement of English skills or GED preparation

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

11 Hawthorne St., Providence, RI

RIPTA bus stop at Elmwood and Potters Avenue – 1 block from the Center

Parking lot on Property

Ramp

Enrollment information for calendar years 2007 forward*:

Open entry / open exit? **X**
 Yes **No**

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 a.m.	12:00 p.m.	12:30 p.m.	4:00 p.m.
Tuesday	9:00 a.m.	12:00 p.m.	12:30 p.m.	4:00 p.m.
Wednesday	9:00 a.m.	12:00 p.m.	12:30 p.m.	4:00 p.m.
Thursday	9:00 a.m.	12:00 p.m.	12:30 p.m.	4:00 p.m.
Friday	9:00 a.m.	1:00 p.m.		
Saturday				
Sunday				

Total Cost of Program: \$ 4,000

Total Cost Paid by RI DHS: \$4,000

Other Types of Financial Aid available to the student:

N/A

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: The Family Outreach Center, Inc. (FOCUS)

Mailing Address: 11 Hawthorne St., Providence, RI 02907

Website address:

Name of Program: Job Skills - Child Care Assistant

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Sister Lois Dunn	781-6996	467-8723	Focus65@cox.net

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Dolores Ricci-Norcott	781-6996	467-8723	Focus65@cox.net

Program Description:

10-hour program covering proper procedures in working with children 6 weeks to 5 years old and practical experience under the direction of a lead teacher.

Names of Certificate(s) or credential(s) awarded upon completion:

N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

These students will already be employed for 20 hours a week. Completion of this program would enhance their chances to gain better paying employment.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Need to speak, read and write English

BCI check, DCYF Clearance will be part of the program.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

11 Hawthorne St., Providence, RI

RIPTA bus stop at Elmwood and Potters Avenue – 1 block from the Center

Parking lot on Property

Ramp

Enrollment information for calendar years 2007 forward*:

Open entry / open exit? ☒ ☐
Yes No

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday		SCHEDULE WILL VARY		
Tuesday		TO ACCOMMODATE		
Wednesday		WORK SCHEDULE		
Thursday				
Friday				
Saturday				
Sunday				

Total Cost of Program: \$ 1500

Total Cost Paid by RI DHS: \$1500

Other Types of Financial Aid available to the student:

N/A

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: The Family Outreach Center, Inc. (FOCUS)

Mailing Address: 11 Hawthorne St., Providence, RI 02907

Website address:

Name of Program: Job Skills – General Office

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Sister Lois Dunn	781-6996	467-8723	Focus65@cox.net

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Dolores Ricci-Norcott	781-6996	467-8723	Focus65@cox.net

Program Description:

10-hour program covering filing skills, operation of office machines, basic keyboarding, and Case Manager will help to prepare resumes, practice interview skills, arrange for BCI clearance, instruct in job applications, references, etc.

Names of Certificate(s) or credential(s) awarded upon completion:

N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

These students will already be employed for 20 hours a week. Completion of this program would enhance their chances to gain better paying employment.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Need to speak, read and write English

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

11 Hawthorne St., Providence, RI

RIPTA bus stop at Elmwood and Potters Avenue – 1 block from the Center

Parking lot on Property

Ramp

Enrollment information for calendar years 2007 forward*:

Open entry / open exit? X
Yes No

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday		SCHEDULE WILL VARY		
Tuesday		TO ACCOMMODATE		
Wednesday		WORK SCHEDULE		
Thursday				
Friday				
Saturday				
Sunday				

Total Cost of Program: \$ 1500

Total Cost Paid by RI DHS: \$1500

Other Types of Financial Aid available to the student:

N/A

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Family Resources Community Action**

Mailing Address: 245 Main Street
 Woonsocket, RI 02895

Website address: www.famresri.org

Name of Program: **Basic Technology Training** (10 hour/week)

Contact Person(s) for Program Information:

Paul Adams	766-0900 x 1141	766-8737	padams@famresri.org
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

Cecile Ryan	766-0900 x 1173	766-8737	cryan@famresri.org
Name	Telephone	FAX	E-Mail

Program Description: This is an intensive 8-week program, 10 hours per week, covering basics of computer applications (follows same curriculum as in the 30 hour/week Career and Computer training, minus Excel). Participants will also increase their typing speed, create a resume, improve their interviewing techniques and receive job placement assistance.

Names of Certificate(s) or credential(s) awarded upon completion:

Certificate of Completion

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Administrative Office Clerk \$9-\$11/hr

Call Center/Teleserving Specialist \$9.50-\$12/hr

Customer Service Representative \$9-\$11.50/hr

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Proficiency at 7th grade level, demonstration of motivation to complete program. Diploma or GED is not required but encouraged.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Training is at Family Resources CAP, 245 Main Street, Woonsocket but internships are offered at various area employers.

Enrollment information for calendar year 2006-7*:

Open entry / open exit? **X**
 Yes **No**

Scheduled Start Date	<u>10/09/06</u>	Scheduled End Date	<u>12/01/06</u>
Scheduled Start Date	<u>12/04/06</u>	Scheduled End Date	<u>02/02/07</u>
Scheduled Start Date	<u>02/19/07</u>	Scheduled End Date	<u>04/20/07</u>
Scheduled Start Date	<u>05/07/07</u>	Scheduled End Date	<u>06/29/07</u>

Call for future dates in 2007.

Total Number of Weeks: 8

Total Number of Hours per Week: 10

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	10:30am	12:30pm		
Tuesday	10:30am	12:30pm		
Wednesday	10:30am	12:30pm		
Thursday	10:30am	12:30pm		
Friday	10:30am	12:30pm		
Saturday				
Sunday				

Total Cost of Program: \$1500

Total Cost Paid by RI DHS: \$1500

Other Types of Financial Aid available to the student: N/A

*** It is our expectation that you will update this each calender year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Family Resources Community Action**

Mailing Address: 245 Main Street
 Woonsocket, RI 02895

Website address: www.famresri.org

Name of Program: **Computer and Career Training** (30 hour/week)

Contact Person(s) for Program Information:

Paul Adams	766-0900 x 1141	766-8737	padams@famresri.org
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

Cecile Ryan	766-0900 x 1173	766-8737	cryan@famresri.org
Name	Telephone	FAX	E-Mail

Program Description: This is an 8-week program, 30 hours per week, covering computer applications Microsoft Windows XP, Word, Excel, data entry using Microsoft Access, customer service, telephone techniques. Includes resume development, interviewing techniques and job placement assistance.

Names of Certificate(s) or credential(s) awarded upon completion:

Certificate of Completion

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Administrative Office Clerk \$9-\$11/hr

Call Center/Teleserving Specialist \$9.50-\$12/hr

Customer Service Representative \$9-\$11.50/hr

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Proficiency at 7th grade level, demonstration of motivation to complete program. Diploma or GED is not required but encouraged.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Training is at Family Resources CAP, 245 Main Street, Woonsocket but internships are offered at various area employers.

Enrollment information for calendar year 2006-7*:

Open entry / open exit?

Yes	<u>X</u>
No	

Scheduled Start Date	<u>10/09/06</u>	Scheduled End Date	<u>12/01/06</u>
Scheduled Start Date	<u>12/04/06</u>	Scheduled End Date	<u>02/02/07</u>
Scheduled Start Date	<u>02/19/07</u>	Scheduled End Date	<u>04/20/07</u>
Scheduled Start Date	<u>05/07/07</u>	Scheduled End Date	<u>06/29/07</u>

Call for future dates in 2007.

Total Number of Weeks: 8 **Total Number of Hours per Week:** 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30am	3:00pm		
Tuesday	8:30am	3:00m		
Wednesday	8:30am	3:00pm		
Thursday	8:30am	3:00pm		
Friday	8:30am	3:00pm		
Saturday				
Sunday				

Total Cost of Program: \$4000 **Total Cost Paid by RI DHS: \$4000**

Other Types of Financial Aid available to the student: N/A

*** It is our expectation that you will update this every calender year.**

Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)

Name of Organization: **The Genesis Center**

Mailing Address: 620 Potters Avenue
 Providence, RI 02907

Website address: gencenter.com

Name of Program: **Culinary Arts**

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

Brandon Lewis	401-781-6110 x 21	401-461-8788	<u>Branden@gencenter.com</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person: N/A

Program Description: This training provides professional food service education and a full introduction to culinary arts to prepare students for the RI food service job market and the RI ServSafe certification. It includes hands-on work experience in our cafeteria as well as classroom instruction.

Names of Certificate(s) or credential(s) awarded upon completion:

Genesis Food Service Certificate

RI Food Safety Certificate upon passing examination

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Prep Cook = \$8-10/hr.

Utility Worker = \$8-10/hr.

Cold Foods Cook = \$8-10/hr.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

BCI, reading at least at 4th grade level, reliable transportation to attend class as scheduled, a desire to work hard and enter employment upon program completion

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.: 620 Potters Ave., Providence, RI 02907; accessible by bus

Enrollment information for calendar year 2006-7*:

Open entry / open exit?	<u>X</u>
Yes	No

Scheduled Start Date Sept. 18, 2006

Scheduled End Date December 15, 2006

Scheduled Start Date January 3, 2007

Scheduled End Date March 2, 2007

Scheduled Start Date April 19, 2007

Scheduled End Date June 30, 2007**Total Number of Weeks in Program:** 12

Total Number of Hours per Week: 30

Brief description of any flexibility or options offered regarding start/end dates: Students may enter during the first week. Attendance is strictly enforced. Students who miss class without permission will be asked to leave program.

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30AM	2:30PM		
Tuesday	8:30AM	2:30PM		
Wednesday	8:30AM	2:30PM		
Thursday	8:30AM	2:30PM		
Friday	8:30AM	12:30PM plus 2 hours		
Saturday		Supervised study		
Sunday				

Total Cost of Program: \$5544.00

Total Cost Paid by RI DHS: \$3669.00

Other Types of Financial Aid available to the student: No cost to student.

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **The Genesis Center**

Mailing Address: 620 Potters Avenue
 Providence, RI 02907

Website address: gencenter.com

Name of Program: **Direct Support** (10 hours/week)

check one: certified vendor X contracted provider _____

Contact Person(s) for Program Information:

Betsy Meaney, Instructor	401-781-6110 x 19	401-461-8788	<u>Betsy@gencenter.com</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person: N/A

Program Description: This training uses job shadowing and site visits to agencies delivering direct support care to adults with developmental disabilities as a means of preparing students for the occupation of direct support/direct care provider. Employers come into class to talk specifically about their programs and their expectations of employees. Training includes teamwork skills and ethical conduct in working with vulnerable populations. Placement assistance provided. Employment available statewide.

Names of Certificate(s) or credential(s) awarded upon completion:

Instructor recommendation for work in the field of direct support.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Direct Support - \$10-\$11/hour and up, to start, with benefits

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

GED or HS diploma; Reliable transportation with good driving record; BCI check

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

620 Potters Ave., Providence, RI 02907

Enrollment information for calendar year 2006-7*: 2 times per year

Open entry / open exit? **X**
 Yes **No**

Scheduled Start Date: October 26, 2006

Scheduled End Date: December 12, 2006

Scheduled Start Date: April 11, 2007

Scheduled End Date: May 18, 2007

Total Number of Weeks in Program: 6

Total Number of Hours per Week: 10

Brief description of any flexibility or options offered regarding start/end dates:

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	10:30am	12:30pm		
Tuesday	10:30am	12:30pm		
Wednesday	10:30am	12:30pm		
Thursday	10:30am	12:30pm		
Friday	10:30am	12:30pm		
Saturday				
Sunday				

Total Cost of Program: \$1504.39

Total Cost Paid by RI DHS: \$1500.00

Other Types of Financial Aid available to the student:

No cost to student.

*NOTE: It is our expectation that you will update this Fact Sheet each calendar year.

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **The Genesis Center**

Mailing Address: 620 Potters Avenue
 Providence, RI 02907

Website address: gencenter.com

Name of Program: **Teacher Assistant**

check one: certified vendor **X** contracted provider

Contact Person(s) for Program Information:

<u>Mary Scott Hackman</u>	<u>401-781-6110 x 19</u>	<u>401-461-8788</u>	<u>Mary@gencenter.com</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person: N/A

Program Description: This training prepares students in the following knowledge requirements: communication skills, ethical conduct and familiarity with school policies and procedures, approaches to bilingual education, cultural diversity and inclusion, the social, academic and physical support of the special needs child, math, literacy and computer skills, classroom management emphasizing positive discipline approaches, health and safety issues including abuse reporting laws and the lifting technique. Trainees are placed in primary grade classrooms for internship. Students are prepared and registered to take the State examination.

Names of Certificate(s) or credential(s) awarded upon completion:

Genesis Center Certification for Teacher Assistant Training

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Teacher Assistant in Early Childhood Setting = \$8.00/hr.
Teacher Assistant in Public Schools Setting = \$12.50/hr. with benefits
After School Program/Special Education Aide = \$8.00-9.00/hr.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

GED or HS diploma with 8th-9th grade competency in reading and math; BCI check

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

620 Potters Ave., Providence, RI 02907

Enrollment information for calendar year 2006-7*: 2 times per year

Open entry / open exit? **X**
 Yes **No**

Scheduled Start Date October 3, 2006

Scheduled End Date January 15, 2007

Scheduled Start Date March 13, 2007

Scheduled End Date June 7, 2007

Total Number of Weeks in Program: 12

Total Number of Hours per Week: 21

Brief description of any flexibility or options offered regarding start/end dates: Students may enter during the first two weeks. Attendance is required.

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30am	2:30pm		
Tuesday	9:30am	12:30pm		
Wednesday	9:00am	1:00pm		
Thursday	8:30am	2:30pm		
Friday	Plus supervised study			
Saturday				
Sunday				

Total Cost of Program: \$4251.00

Total Cost Paid by RI DHS: \$2872.00

Other Types of Financial Aid available to the student:

No cost to student.

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Goodwill Industries of Rhode Island**

Mailing Address: 100 Houghton Street
Providence, Rhode Island 02904

Website address: www.goodwillri.org

Name of Program: **Computer Clerical Skills Training Program**

Contact Person(s) for Program Information:

<u>Natalia Montoya</u>	<u>(401) 861-2080 X127</u>	<u>(401) 454-0889</u>	<u>nmontoya@goodwillri.org</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

<u>Christine Yankee</u>	<u>(401) 861-2080 X119</u>	<u>(401) 454-0889</u>	<u>cyankee@goodwillri.org</u>
Name	Telephone	FAX	E-Mail

Program Description: The Computer/Clerical Skills Training program is a 14-week skills training & job placement activity. The training includes: • 14 weeks of classroom instruction in the use of Office 2000, MS Word, Excel, typing & keyboarding skills • Class participation • Customer Service skills • Demonstrated knowledge & application of computer skills taught in class • Professional development group sessions • Class quizzes, midterm, and a final exam • An externship (non-paid internship) at an employment site that will start the third week of the program and run throughout the duration of the training; the externship will be once a week, six hours a day • Job development & placement • 6 months of job retention services finishes the services off.

Names of Certificate(s) or credential(s) awarded upon completion: When participants satisfactorily complete all of course requirements they will receive a Final Report, a Final Report Card, Certificate of Completion, Beginning Windows 2000 Certificate, Beginning Word 2000 Certificate, Intermediate Word 2000 Certificate, Beginning Excel 2000 Certificate and a completed Employment Portfolio.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Graduates are able to obtain clerical/office positions ranging from administrative assistant to copy clerks to customer service representatives. As an example, Data Entry Clerk = \$9.37 – \$14.91 an hour, Receptionist = \$9.34 – \$13.48 an hour, Office And Administrative Support Workers = \$9.75 - \$17.69 an hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

All participants must complete an assessment/evaluation to determine if the program is appropriate for them. Evaluative tests include pen and paper testing; computerized testing and "hands-on" testing are utilized during this process. Tests that must be administered are TABE (if not supplied by FIP caseworker), Business Spelling, Business Abbreviations, Data

Entry and Typing. Additionally, "Tests of Knowledge" are administered in Windows, Word and Excel. Additional testing may be utilized if a participant is demonstrating difficulty with the computer/clerical training testing. BCI's may be required at the beginning of the externship or when transitioning into a job if required by the host company. Once enrolled in the training, the participant needs to be "work ready", must be able to commit to 14 weeks of classroom instruction, a weekly externship, professional development and at the completion of the training it is also expected the participant will move into Job Development, Placement and Retention services.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.: 100 Houghton Street, Providence, RI 02904, free parking is readily available, on RIPTA bus #52 (BRANCH AVE)

Enrollment information for calendar year 2006-7*:

Open entry / open exit? X
 Yes No

Scheduled Start Date: November 6, 2006

Scheduled End Date: February 16, 2007

Scheduled Start Date: February 19, 2007

Scheduled End Date: May 25, 2007

Scheduled Start Date: May 28, 2007

Scheduled End Date: September 7, 2007

Scheduled Start Date: September 10, 2007

Scheduled End Date: December 14, 2007

Total Number of Weeks: 14

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 A. M.	3:00 P.M.		
Tuesday	9:00 A. M.	3:00 P.M.		
Wednesday	9:00 A. M.	3:00 P.M.		
Thursday	*9:00 A. M.	3:00 P.M.		
Friday	9:00 A. M.	3:00 P.M.		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$4000.00

Total Cost Paid by RI DHS: \$4000.00

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Goodwill Industries of Rhode Island**

Mailing Address: 100 Houghton Street
Providence, Rhode Island 02904

Website address: www.goodwillri.org

Name of Program: **Hospitality Food Service Training Program**

Contact Person(s) for Program Information:

<u>Natalia Montoya</u>	<u>(401) 861-2080 X127</u>	<u>(401) 454-0889</u>	<u>nmontoya@goodwillri.org</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

<u>Christine Yankee</u>	<u>(401) 861-2080 X119</u>	<u>(401) 454-0889</u>	<u>cyankee@goodwillri.org</u>
Name	Telephone	FAX	E-Mail

Program Description: The participant must be able to commit to 10 weeks of classroom instruction, a weekly externship, professional development and at the completion of the training it is also expected the participant will move into Job Development and Placement services and Job Retention services. The training will be 30 hours a week, Monday through Friday from 9:00 a.m. to 3:00 p.m. (Some employers may request the participant to work nights and weekends as part of their externship). The first week of training is orientation training and adapts the participant to the food service industry. Weeks two through ten consists of "hands on" training in a real life setting by preparing products in an on-site cafeteria. In addition, the externship will begin the third week of the program at a hospitality food service operation, which supports the materials being learned in the classroom. Job development and retention services are provided upon successful completion of the training program.

Names of Certificate(s) or credential(s) awarded upon completion: Certificates of completion are offered following successful completion of Salad and Sandwich Preparation, Cooking Technologies, Dessert and Pastry Preparation, Servery and Display and Utility Preparation. In addition, ServSafe Employee Certification is received upon passing the exam.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Graduates are able to obtain food service jobs ranging from Preparation Cooks, to Bakery Associate and Food Server Attendant. According to 2005's Department of Labor statistics, "earnings vary widely from less than \$14,600 to more than \$30,00."

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

All participant referred must demonstrate an aptitude for basic math, weights, and measurement. (Must TABE at 6th grade overall – if TABE is under 6th grade level, participants can still participate in training but may not earn Certificates), not to be a danger to self or others, have the ability to lift 25# or more occasionally, able to work while standing for long periods of time, be clean and sober during training, BCI's may be required at the beginning of the externship or when transitioned into a job if required by the host company, must be medication compliant, needs to be "work ready", and must be able to commit to 10 weeks of classroom instruction, a weekly externship, professional development and at the completion of the training it is also expected the participant will move into Job Development, Placement and Retention services.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.: 100 Houghton Street, Providence, RI 02904, free parking is readily available, on RIPTA bus #52 (BRANCH AVE)

Enrollment information for calendar year 2006-7*:

Open entry / open exit?

Yes ☒ No

Scheduled Start Date: October 2, 2006

Scheduled End Date: December 8, 2006

Scheduled Start Date: December 11, 2006

Scheduled End Date: February 23, 2007

Scheduled Start Date: February 26, 2007

Scheduled End Date: April 30, 2007

Scheduled Start Date: May 7, 2007

Scheduled End Date: July 20, 2007

Total Number of Weeks: 10

Total Number of Hours per Week: 30

Days and Hours that Program is Offered

	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 A. M.	3:00 P.M.		
Tuesday	9:00 A. M.	3:00 P.M.		
Wednesday	9:00 A. M.	3:00 P.M.		
Thursday	*9:00 A. M.	3:00 P.M.		
Friday	*9:00 A. M.	3:00 P.M.		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$4000.00

Total Cost Paid by RI DHS: \$4000.00

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Lincoln Technical Institute

Mailing Address: Lincoln Mall
622 George Washington Highway
Lincoln, RI 02865

Website address: www.lincolntech.com

Name of Program: Dental Assisting

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
David Waldron	(401) 334-2430	(401) 288-0096	dwaldron@lincolntech.com

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Sonia Skeldon	(401) 334-2430	(401) 288-0096	sskeldon@lincolntech.com

Program Description:

This program is designed to prepare students with the skills on which to build a successful career as an entry-level dental assistant. The curriculum offers the student knowledge and skills in the technical areas of preventive dentistry, four-handed dentistry, chair side assisting with emphasis in diagnostics, operative, fixed prosthodontics, pediatric dentistry, orthodontic procedures, endodontic procedures, surgical procedures, and expanded functions, and dental radiology. Because of the wide range of opportunities for the graduate, the program also focuses on the business aspects of a dental practice including practice management. Graduates are encouraged to sit for the Radiography National Board Examination.

Names of Certificate(s) or credential(s) awarded upon completion:

Dental Assisting Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Dental Assistant, \$11-\$13 per hour

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Facility is handicap accessible, located in a Shopping Mall with ample parking and on a bus line.

Open entry / open exit?	Yes	No

Scheduled End Date

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Tuesday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Wednesday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Thursday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Friday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Not Applicable	Not Applicable
Saturday	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Sunday	Not Applicable	Not Applicable	Not Applicable	Not Applicable

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Lincoln Technical Institute

Mailing Address: Lincoln Mall
622 George Washington Highway
Lincoln, RI 02865

Website address: www.lincolntech.com

Name of Program: Electronic Systems Technician

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
David Waldron	(401) 334-2430	(401) 288-0096	dwaldron@lincolntech.com

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Sonia Skeldon	(401) 334-2430	(401) 288-0096	sskeldon@lincolntech.com

Program Description:

Students enrolled in this 720-hour program will be provided with the entry-level knowledge and skills required to function as a Mechanic/Installer/Repairer in the Residential/Commercial Telecommunications Industries, Life Security and Entertainment Industries and/or Energy Management Industries. Entry-level knowledge and skills required in the areas of installed cable support structures; drilling pathways for wiring and cables; installing, securing and termination wiring and cables; program digital components to perform their designed tasks; install pathways and spaces for installation of low voltage wiring; install, terminate and test wires and cables, both copper and fiber-optic; install, test, certify and troubleshoot local area network (LAN) cabling systems; provide testing analysis and repair of video, voice and data systems.

Names of Certificate(s) or credential(s) awarded upon completion:

Electronic Systems Technician

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

<u>Mechanic/Installer/Repairer in Telecommunications</u>	<u>11 - 14.00 per hour</u>
<u>Mechanic/Installer/Repairer in Life Security & Entertainment industries</u>	<u>11 - 14.00 per hour</u>
<u>Mechanic/Installer/Repairer in Video/Voice/Data & Energy Mgmt. industries</u>	<u>11 - 14.00 per hour</u>

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

A High School Diploma or GED, a tour of the school facility and a completed Admissions Application. Potential students should have an interest and desire to participate in the program. Students must complete and meet minimum score on pre-admission testing.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Lincoln Mall, 622 George Washington Highway, Lincoln, RI 02865

Facility is handicap accessible, located in a Shopping Mall with ample parking and on a bus line.

Enrollment information for calendar year 2006-7*:**Open entry / open exit?**

 Yes X No

Scheduled Start Date: Rolling Admissions – Please Call.

Total Number of Weeks: 45

Total Number of Hours per Week: 25

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	Morning 7:30 am	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Tuesday	Morning 7:30 am	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Wednesday	Morning 7:30 am	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Thursday	Morning 7:30 am	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Friday	Morning 7:30 am	Morning 12:30 pm	Not Applicable	Not Applicable
Saturday	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Sunday	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Total Cost of Program \$15,450 **Total Cost Paid by RI DHS:** \$4,000.00

Other Types of Financial Aid available to the student:

Pell, Subsidized and Unsubsidized Stafford, Private Loan, Opportunity Loan.

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Lincoln Technical Institute

Mailing Address: Lincoln Mall
622 George Washington Highway
Lincoln, RI 02865

Website address: www.lincolntech.com

Name of Program: Medical Assistant

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Dave Waldron	(401) 334-2430	(401) 288-0096	dwaldron@lincolntech.com

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Sonia Skeldon	(401) 334-2430	(401) 288-0096	sskeldon@lincolntech.com

Program Description:

Due to the changes in Managed Health care and the expansion of private group practices, there is an ever-increasing demand for a well-trained Medical Assistant. This program provides students with the clinical, administrative and laboratory skills necessary to perform the multitude of tasks required by today's medical office facilities, as well as providing job opportunities in a hospital or laboratory setting.

Names of Certificate(s) or credential(s) awarded upon completion:

Medical Assistant Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

<u>Medical Assistant</u>	<u>\$9.00 – \$14.00 per hour</u>
<u>Medical Secretary</u>	<u>\$9.00 – \$14.00 per hour</u>
<u>Medical Claims Processor</u>	<u>\$9.00 – \$14.00 per hour</u>

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

A High School Diploma or GED, a completed Admissions Application. Potential students should have an interest and desire to participate in the program. Students must complete and meet minimum score on pre-admission testing.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Lincoln Mall, 622 George Washington Highway, Lincoln, RI 02865

Facility is handicap accessible, located in a Shopping Mall with ample parking and on a bus line.

Enrollment information for calendar year 2006-7*:**Open entry / open exit?**

 Yes X No

Scheduled Start Date

Rolling Admissions. Please call.

Scheduled End Date

Total Number of Weeks: 45

Total Number of Hours per Week: 25

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Tuesday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Wednesday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Thursday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Friday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Not Applicable	Not Applicable
Saturday	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Sunday	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Total Cost of Program

\$12,900

Total Cost Paid by RI DHS:

\$4,000.00

Other Types of Financial Aid available to the student:

Pell, Subsidized and Unsubsidized Stafford, Sallie Mae Private Loan, Opportunity Loan.

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Lincoln Technical Institute

Mailing Address: Lincoln Mall
622 George Washington Highway
Lincoln, RI 02865

Website address: www.lincolntech.com

Name of Program: **Medical Coding & Billing**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Dave Waldron	(401) 334-2430	(401) 288-0096	dwaldron@lincolntech.com

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Sonia Skeldon	(401) 334-2430	(401) 288-0096	sskeldon@lincolntech.com

Program Description:

Students will acquire knowledge and skills in the technical areas of insurance industry, computer technology, federal and state regulation, coding techniques for physicians and hospitals, basic medical office administration, extensive practice in preparing medical/hospital claims as well as anatomy, physiology and medical terminology, medical and health records management. Graduates are encouraged but not required to sit for the American Health Information Management Association (AHIMA) certified coding associate exam (CCA).

Names of Certificate(s) or credential(s) awarded upon completion:

Medical Coding & Billing Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Medical Coder \$10.00 – \$14.00 per hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

A High School Diploma or GED, a completed Admissions Application. Potential students should have an interest and desire to participate in the program. Students must complete and meet minimum score on pre-admission testing.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Lincoln Mall, 622 George Washington Highway, Lincoln, RI 02865

Facility is handicap accessible, located in a Shopping Mall with ample parking and on a bus line.

Enrollment information for calendar year 2006-7*:

Open entry / open exit?

 Yes X No

Scheduled Start Date Rolling Admissions. Please call.

Scheduled End Date

Total Number of Weeks: 30

Total Number of Hours per Week: 25

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Tuesday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Wednesday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Thursday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Friday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Not Applicable	Not Applicable
Saturday	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Sunday	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Total Cost of Program \$10,400

Total Cost Paid by RI DHS: \$4,000.00

Other Types of Financial Aid available to the student:

Pell, Subsidized and Unsubsidized Stafford, Sallie Mae Private Loan, Opportunity Loan.

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Lincoln Technical Institute

Mailing Address: Lincoln Mall
622 George Washington Highway
Lincoln, RI 02865

Website address: www.lincolntech.com

Name of Program: Pharmacy Technician

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Dave Waldron	(401) 334-2430	(401) 288-0096	dwaldron@lincolntech.com

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Sonia Skeldon	(401) 334-2430	(401) 288-0096	sskeldon@lincolntech.com

Program Description:

Students will acquire knowledge and skills in collecting, organizing and evaluating information for direct patient care, medication use review, departmental management, dosaging, therapeutic responses to medication, pharmacy safety and regulations, billing and database systems, basic keyboarding and internet access. A clinical externship is required.

Names of Certificate(s) or credential(s) awarded upon completion:

Pharmacy Technician Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Pharmacy Technician: \$10.00 – \$12.00 per hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

A High School Diploma or GED, a completed Admissions Application. Potential students should have an interest and desire to participate in the program. Students must complete and meet minimum score on pre-admission testing.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Lincoln Mall, 622 George Washington Highway, Lincoln, RI 02865

Facility is handicap accessible, located in a Shopping Mall with ample parking and on a bus line.

Enrollment information for calendar year 2006-7*:

Open entry / open exit?

 Yes X No

Scheduled Start Date Rolling Admissions. Please call.

Scheduled End Date

Total Number of Weeks: 30

Total Number of Hours per Week: 25

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Tuesday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Wednesday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Thursday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Evening 6:00 pm	Evening 10:00 pm
Friday	<u>Morning 7:30 am</u>	Morning 12:30 pm	Not Applicable	Not Applicable
Saturday	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Sunday	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Total Cost of Program \$11,300 **Total Cost Paid by RI DHS:** \$4,000.00

Other Types of Financial Aid available to the student:

Pell, Subsidized and Unsubsidized Stafford, Sallie Mae Private Loan, Opportunity Loan.

***It is our expectation that you will update this each calendar year.**

Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)

Name of Organization: **MotoRing Technical Training Institute**

Mailing Address: 54 Water Street
East Providence, RI 02914

Website address: www.mtti.edu

Name of Program: **Automotive Service Technician**

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

Richard G. Shaw	401-434-4840	401-434-9540	rshaw@mtti.edu
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

Corrie Vacher	401-434-4840	401-434-9540	cvacher@mtti.edu
Name	Telephone	FAX	E-Mail

Program Description: Through a combination of classroom and hands-on skills training, students will be trained to work as entry level Automotive Service Technicians. Graduates will be capable of performing exhaust systems replacement and repair, brake system repair, shocks and struts replacement, tire service, front end alignment and much more. Students learn to operate brake lathes, computerized wheel balancer, the latest four-wheel alignment machine, exhaust tubing benders, mig welding equipment and much more. MTTI requires all students to participate in training-related internships for 45-60 hours. This is an excellent tool for job placement. Students with successful outcomes are awarded a tool set valued at approximately \$2,300.

Names of Certificate(s) or credential(s) awarded upon completion:

Automotive Service Technician Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Automotive Service Technician - \$11.70/hr.

Mechanic - \$11.70/hr.

Automotive Technician - \$11.70/hr.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Applicants who do not possess a High School Diploma or GED must pass an ability to benefit test at the 7th grade math and reading level, which has been approved by the U.S. Department of Education. Applicants must possess a valid drivers license, have mechanical aptitude, have reliable transportation, and demonstrate a strong interest in the field.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

54 Water Street, East Providence, RI 02914

Enrollment information for calendar year 2006-7*:

Open entry / open exit? **X*** **X***
 Yes **No**

*** The evening program is open entry/open exit, 720 hours over 60 weeks, M,T,W, 5:30-9:30 pm. This allows employed individuals to upgrade skills.**

Scheduled Start Date September 18, 2006 **Scheduled End Date** March 9, 2007

Scheduled Start Date January 22, 2007 **Scheduled End Date** July 5, 2007

Total Number of Weeks in Program: 24 (day program) **Total Hours per Week in Class:** 30 (day program)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30AM	3:00PM		
Tuesday	8:30AM	3:00PM		
Wednesday	8:30AM	3:00PM		
Thursday	8:30AM	3:00PM		
Friday	8:30AM	3:00PM		
Saturday				
Sunday				

Total Cost of Program: \$10,750.00

Total Cost Paid by RI DHS: \$4,000.00

Other Types of Financial Aid available to the student:

Pell Grant, FSEOG Grant, Family Education Loan and Work Study.

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)

Name of Organization: **MotoRing Technical Training Institute**

Mailing Address: 54 Water Street
East Providence, RI 02914

Website address: www.mtti.edu

Name of Program: **Building Property Trades Technician**

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

Richard G. Shaw	401-434-4840	401-434-9540	rshaw@mtti.edu
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

Corrie Vacher	401-434-4840	401-434-9540	cvacher@mtti.edu
Name	Telephone	FAX	E-Mail

Program Description: Through a combination of classroom and hands-on skills training, students will be trained to work as entry level Building and Trades Maintenance Specialists. Graduates will be capable of performing residential and commercial maintenance including basic carpentry, light plumbing, basic electrical, janitorial services, painting and wallpaper, landscaping, small engine repair, and more. MTTI also requires students to participate in Internships. Successful students are awarded tool bonuses valued approximately at \$350.

Names of Certificate(s) awarded upon completion:

Building Property Trades Technician Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Maintenance Technician \$12.33 average hourly
Building Trades Technician \$12.33 average hourly
Carpenter \$12.33 average hourly _____

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Applicants who do not possess a High School Diploma or GED must pass an ability to benefit test at the 7th grade math and reading level, which has been approved by the U.S. Department of Education. Applicants must possess a valid drivers license, have mechanical aptitude and demonstrate a strong interest in the field. Applicants should not possess any health problems that would prevent them from working with power equipment or from carrying out the essential functions of such work.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

205 North Brow St, East Providence, RI 02914

Enrollment information for calendar year 2006-7:

Open entry / open exit? No

Scheduled Start Date 9/13/06

Scheduled End Date 3/28/07

Scheduled Start Date 12/15/06

Scheduled End Date 6/28/07

Total Number of Weeks in Program: 26

Total Hours per Week in Class: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30AM	3:00PM		
Tuesday	8:30AM	3:00PM		
Wednesday	8:30AM	3:00PM		
Thursday	8:30AM	3:00PM		
Friday	8:30AM	3:00PM		
Saturday				
Sunday				

Total Cost of Program: \$10,450.00

Total Cost Paid by RI DHS: \$4,000.00

Other Types of Financial Aid available to the student:

Pell Grant, FSEOG Grant, Family Education Loan and Work Study.

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **MotoRing Technical Training Institute**
Mailing Address: 54 Water Street
East Providence, RI 02914
Website address: www.mtti.edu

Name of Program: **Business Administrative Assistant**

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

Richard G. Shaw	401-434-4840	401-434-9540	rshaw@mtti.edu
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

Corrie Vacher	401-434-4840	401-434-9540	cvacher@mtti.edu
Name	Telephone	FAX	E-Mail

Program Description: Through a combination of classroom and skills training in a computer lab, students will become effective computer applications/office assistants trained in the operation of computers including word processing, computer-based spreadsheets, database management, basic bookkeeping skills, human relations and customer service. Students will learn Microsoft Windows, Work, Excel and be introduced to Access. An internship is part of the course and job placement assistance is provided.

Names of Certificate(s) or credential(s) awarded upon completion:

Business Administrative Assistant Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Business Administrative Assistant \$12.59 average hourly
Office Assistant/Word Processor \$12.59 average hourly
Customer Service Representative \$12.59 average hourly

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Applicants who do not possess a High School Diploma or GED must pass an ability to benefit test at the 7th grade math and reading level, which has been approved by the U.S. Department of Education. Applicants must possess a valid drivers license, and demonstrate a strong interest in the field.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

10 Pier Road, East Providence, RI 02914

Enrollment information for calendar year 2006-7*:

Open entry / open exit? **X**
 Yes **No**

Scheduled Start Date 10/3/06

Scheduled End Date: 5/10/07

Scheduled Start Date 1/7/07

Scheduled End: 8/7/07

Total Number of Weeks in Program: 24

Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30AM	3:00PM		
Tuesday	8:30AM	3:00PM		
Wednesday	8:30AM	3:00PM		
Thursday	8:30AM	3:00PM		
Friday	8:30AM	3:00PM		
Saturday				
Sunday				

Total Cost of Program: \$9,900.00

Total Cost Paid by RI DHS: \$4,000.00

Other Types of Financial Aid available to the student:

Pell Grant, FSEOG Grant, Family Education Loan and Work Study.

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **MotoRing Technical Training Institute**

Mailing Address: 54 Water Street
East Providence, RI 02914

Website address: www.mtti.edu

Name of Program: **Communications Technician**

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

Richard G. Shaw	401-434-4840	401-434-9540	<u>rshaw@mtti.edu</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

Corrie Vacher	401-434-4840	401-434-9540	<u>cvacher@mtti.edu</u>
Name	Telephone	FAX	E-Mail

Program Description: This course is designed to enable students to enter the telecommunications industry at the field technician level. Students learn how telecommunications networks are designed, constructed and made operational. Hands-on instruction is provided in network construction techniques, handling and splicing of telephone, CATV, fiber optic cables, computer assembly and installation of computer network cards. Students learn how to use testing devices to measure the communications signal and proper system maintenance procedures. Jobs occur in the cable TV, telephone and data network installation industries. Course prepares graduates to comply with the RI licensing law for telecommunications technicians. Internships are part of the course and job placement services are provided.

Names of Certificate(s) or credential(s) awarded upon completion:

Communications Technician Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Telecommunications Cabling Installer \$10.55 - \$12.55 average hourly
CATV Installer \$10.55 - \$12.55 average hourly
Data Communications Technician \$10.55-\$12.55 average hourly

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

High School Diploma or GED, 8th grade math and reading levels, DRUG FREE, no criminal record, customer relations skills, valid drivers license and safe driving record. Applicants preferred who have a work history in mechanics or the trades and/or interest in computers.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

205 North Brow Street, East Providence, RI 02914

Enrollment information for calendar year 2006-7:

Open entry / open exit? X
Yes No

Scheduled Start Date September 25, 2006

Scheduled End Date March 17, 2007

Scheduled Start Date March 26, 2007

Scheduled End Date September 22, 2007

Total Number of Weeks in Program: 24

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30AM	3:00PM		
Tuesday	8:30AM	3:00PM		
Wednesday	8:30AM	3:00PM		
Thursday	8:30AM	3:00PM		
Friday	8:30AM	3:00PM		
Saturday				
Sunday				

Total Cost of Program: \$9,900.00

Total Cost Paid by RI DHS: \$4,000.00

Other Types of Financial Aid available to the student:

Pell Grant, FSEOG Grant, Family Education Loan and Work Study.

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)

Name of Organization: **MotoRing Technical Training Institute**

Mailing Address: 54 Water Street
East Providence, RI 02914

Website address: www.mtti.edu

Name of Program: **Computer Service Technician/Network Installer**

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

Richard G. Shaw	401-434-4840	401-434-9540	rshaw@mtti.edu
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

Corrie Vacher	401-434-4840	401-434-9540	cvacher@mtti.edu
Name	Telephone	FAX	E-Mail

Program Description: Students will be trained as entry-level computer service technicians and network installers. Graduates will be capable of routing cable, configuring and servicing PC computer systems. Skills gained include: Computer Assembly, Introduction to Personal Computers, System Troubleshooting, Introduction to Data Networks.

Names of Certificate(s) or credential(s) awarded upon completion:

Computer Service Technician/Network Installer Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Computer Service Technician/Network Installer \$12.73 average hourly
Service Technician \$12.73 average hourly

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.) Applicants who do not possess a High School Diploma or GED must pass an ability to benefit test at the 7th grade math and reading level, which has been approved by the U.S. Department of Education. Applicants must possess a valid drivers license, reliable means of transportation, have positive customer service skills, and demonstrate a motivation to train and become employed in this field. An internship is part of the course and job placement services are provided. Successful students are awarded a computer upon completion of requirements.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

10 Pier Road, East Providence, RI 02914

Enrollment information for calendar year 2006-7*:

Open entry / open exit? (Eves –call for schedule) ☒ (Days –see below)
Yes **No**

Scheduled Start Date: September 25, 2006

Scheduled End Date: April 30, 2007

Scheduled Start Date: January 15, 2007

Scheduled End Date: August 25, 2007

Total Number of Weeks in Program: 30

Total Number of Hours per Week: 30

Brief description of any flexibility or options offered regarding start/end dates: None

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30AM	3:00PM		
Tuesday	8:30AM	3:00PM		
Wednesday	8:30AM	3:00PM		
Thursday	8:30AM	3:00PM		
Friday	8:30AM	3:00PM		
Saturday				
Sunday				

Total Cost of Program: \$11,950.00

Total Cost Paid by RI DHS: \$4,000.00

Other Types of Financial Aid available to the student:

Pell Grant, FSEOG Grant, Family Education Loan and Work Study.

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **MotoRing Technical Training Institute**

Mailing Address: 54 Water Street
East Providence, RI 02914

Website address: www.mtti.edu

Name of Program: **Marine Service Technician**

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

Richard G. Shaw	401-434-4840	401-434-9540	<u>rshaw@mtti.edu</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

Corrie Vacher	401-434-4840	401-434-9540	<u>cvacher@mtti.edu</u>
Name	Telephone	FAX	E-Mail

Program Description: Through a combination of classroom and hands-on skills training, students will be trained to work as entry level Marine Outboard/Stern Drive Mechanics. Graduates will understand the principles of and be capable of repairing two and four stroke engines, electrical, mechanical and remote control assemblies, cooling, fuel and ignition systems, tilt assemblies, propeller and trim tabs, mechanical and electric gear cases. There is tremendous job growth in the boat building and marine service area resulting in skills shortages. Internship is part of the course. Successful grads have excellent job placement prospects and an award of a tool set valued at approximately \$2,300.

Names of Certificate(s) or credential(s) awarded upon completion:

Marine Service Technician Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Marine Technician \$13.90 average hourly

Marine Mechanic \$13.90 average hourly

Marine Service Technician \$13.90 average hourly

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Applicants who do not possess a High School Diploma or GED must pass an ability to benefit test at the 7th grade math and reading level, which has been approved by the U.S. Department of Education. Applicants must possess a valid drivers license, have mechanical aptitude, and demonstrate a strong interest in the field.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

54 Water Street, East Providence, RI 02914

Enrollment information for calendar year 2006-7:

Open entry / open exit? **X**
Yes No

Scheduled Start Date: September 25, 2006

Scheduled End Date: April 27, 2007

Total Number of Weeks in Program: 30

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30AM	3:00PM		
Tuesday	8:30AM	3:00PM		
Wednesday	8:30AM	3:00PM		
Thursday	8:30AM	3:00PM		
Friday	8:30AM	3:00PM		
Saturday				
Sunday				

Total Cost of Program: \$12,600.00

Total Cost Paid by RI DHS: \$4,000.00

Other Types of Financial Aid available to the student:

Pell Grant, FSEOG Grant, Family Education Loan and Work Study.

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **MotoRing Technical Training Institute**

Mailing Address: 54 Water Street
East Providence, RI 02914

Website address: www.mtti.edu

Name of Program: **Medical Assistant**

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

Richard G. Shaw	401-434-4840	401-434-9540	<u>rshaw@mtti.edu</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

Corrie Vacher	401-434-4840	401-434-9540	<u>cvacher@mtti.edu</u>
Name	Telephone	FAX	E-Mail

Program Description:

Using a combination of classroom and hands-on training, students will learn the professional communication skills and a series of clinical skills required to work in the healthcare environment. Through the use of training aids as well as "live" skills training, students will be instructed on blood draws, CPR, First Aid, EKG's and other clinical skills. Classes also train on the use of medical database management, patient confidentiality and proper documentation procedures. An Externship is part of the course requirements for this in-demand occupation.

Names of Certificate(s) or credential(s) awarded upon completion:

Medical Assistant Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Medical Assistant: \$11.00 to \$13.00 average hourly

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Applicants who do not possess a high school diploma or GED must pass an Ability to Benefit test at the 7th grade math and reading levels (test approved by US Department of Education). Applicants must possess a valid driver's license and demonstrate a strong interest in the field.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

187 North Brow Street, East Providence, RI 02914

Enrollment information for calendar year 2006-7:

Open entry / open exit? NO

Scheduled Start Date: 7/24/06

Scheduled End Date: 10/16/06

Scheduled Start Date: 10/16/06

Scheduled End Date: 5/17/07

Total Number of Weeks in Program: 30

Total Number of Hours per Week: 30

<u>Days and Hours that Program is Offered</u>				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30AM	3:00PM		
Tuesday	8:30AM	3:00PM		
Wednesday	8:30AM	3:00PM		
Thursday	8:30AM	3:00PM		
Friday	8:30AM	3:00PM		
Saturday				
Sunday				

Total Cost of Program: \$11,550.00

Total Cost Paid by RI DHS: \$4,000.00

Other Types of Financial Aid available to the student:

Pell Grant, FSEOG Grant, Family Education Loan and Work Study.

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **MotoRing Technical Training Institute**

Mailing Address: 54 Water Street
East Providence, RI 02914

Website address: www.mtti.edu

Name of Program: **MotorCycle/Power Equipment Technician**

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

Richard G. Shaw	401-434-4840	401-434-9540	<u>rshaw@mtti.edu</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

Corrie Vacher	401-434-4840	401-434-9540	<u>cvacher@mtti.edu</u>
Name	Telephone	FAX	E-Mail

Program Description:

Through a combination of classroom and hands-on skills training, students will be trained to work as entry level Motorcycle and Small Engine Mechanics. Students will learn to perform general service and routine maintenance on foreign and domestic engines including motorcycles, chain saws, snowmobiles, generators and lawn mowers, etc. Successful individuals in this training and occupation will be awarded a tool set valued at approximately \$2,300.

Names of Certificate(s) or credential(s) awarded upon completion:

Motorcycle/Power Equipment Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Motorcycle Mechanic \$10.50 - \$11.50 average hourly
Small Engine Mechanic \$10.50 - \$11.50 average hourly
Power Equipment Technician \$10.50-\$11.50 average hourly

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Open entry / open exit?

Yes	<u>X</u> No
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Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30AM	3:00PM		
Tuesday	8:30AM	3:00PM		
Wednesday	8:30AM	3:00PM		
Thursday	8:30AM	3:00PM		
Friday	8:30AM	3:00PM		
Saturday				
Sunday				

Total Cost Paid by RI DHS: \$4,000.00

Pell Grant, FSEOG Grant, Family Education Loan and Work Study.

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **People in Partnership**

Mailing Address: 200 Main Street
Pawtucket, RI 02860

Website address:

Name of Program: **Certified Nursing Assistant (CNA)**

check one: certified vendor **X** contracted provider

Contact Person(s) for Program Information:

<u>Keith McNeil</u>	<u>727-8002 or 743-3565</u>	<u>401-727-8411</u>	<u>Keithmc3@aol.com</u>
Name	Telephone	FAX	E-mail

Financial Aid Contact Person: N/A

Program Description: This training prepares students to become C.N.A.s. Students are trained to care for people who are in nursing facilities or who need home care. Students receive certification in CPR as well as Early Childhood Health and Safety. Graduates are eligible to take the State examination for C.N.A. The program includes both classroom and clinical training. In-services include: Infection Control, Dietary Issues, Adult CPR, Early Childhood Health & Safety, Abuse and the Rights of Residents, and Behavior Management. The clinical training takes place on a nursing unit of the Eleanor Slater Hospital. Students practice, under direct supervision, skills and topics that were demonstrated in classroom and are necessary for competent and caring CNAs.

Names of Certificate(s) or credential(s) awarded upon completion:

Certificate of Graduation. Upon graduation, students are eligible to take the State Board Exam. Upon paying the required fee and passing the competency evaluation test, students will receive their CNA licenses. When students have been employed for at least 90 days, earning at least \$9.00/hr., a \$100 VISA card is awarded.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

C.N.A. = \$10.50-15.00/hr.
Home Health Aide = \$9.00-11.00/hr.
Direct Care Worker (PCA) = \$8.00-10.00/hr.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

At least 7th grade reading level in English, and a BCI. Students must provide proof they have had measles and rubella shots and tuberculosis test. Hepatitis B series is expected or the student must sign a waiver regarding the risk of infection.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Eleanor Slater Hospital, 600 New London Ave., Cranston, RI 02920

Enrollment information for calendar year 2006-7*: Training is offered 5 times/year

Open entry / open exit?

Yes X
No

Scheduled Start Date 1/22/07

Scheduled End Date 3/30/07

Scheduled Start Date 4/2/07

Scheduled End Date 6/8/07

Scheduled Start Date 6/11/07

Scheduled End Date 8/17/07

Scheduled Start Date 8/20/07

Scheduled End Date 10/26/07

Scheduled Start Date 10/29/07

Scheduled End Date 1/4/08

Total Number of Weeks in Program: 10 **Total Number of Hours per Week:** 25-35 hours/week, depending on status of participant)

Brief description of any flexibility or options offered regarding start/end dates: Students may enter the second week, missing the orientation. Attendance is required.

Days and Hours that Program is Offered

	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00AM	2:00PM		
Tuesday	9:00AM	2:00PM		
Wednesday	9:00AM	2:00PM		
Thursday	9:00AM	2:00PM		
Friday	9:00AM	2:00PM		
Saturday				
Sunday				

Total Cost of Program: \$2500.00

Total Cost Paid by RI DHS: \$2500.00

Other Types of Financial Aid available to the student: No cost to student.

***NOTE:** It is our expectation that you will update this Fact Sheet each calendar year.

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **People in Partnership**

Mailing Address: 200 Main Street
Pawtucket, RI 02860

Website address:

Name of Program: **Office Assistant/Computers**

check one: certified vendor **X** contracted provider

Contact Person(s) for Program Information:

<u>Keith McNeil</u>	<u>401-727-8002 or 743-3565</u>	<u>401-727-8411</u>	<u>keithmc3@aol.com</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

Program Description: This training prepares students with a working knowledge of basic computer skills consisting of use of the Internet, use of e-mail systems, and introduction to Office 2000 including Microsoft Word, Excel and Powerpoint and Access. In addition, students will work on typing skills using an individualized typing tutorial program. Students work at their own pace, and therefore, they may learn more advanced capabilities on computer. The course includes, as well, integration of documents, communications such as letters and memos, general office skills such as copying and faxing, reception skills and phone etiquette.

Names of Certificate(s) or credential(s) awarded upon completion:

Certificate of Graduation. Once a student has maintained employment for 90 days, earning at least \$9.00/hr., a free (used, refurbished) computer system will be awarded.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Administrative Assistant = \$11:50/hr.
Word Processing Clerk = \$10.00/hr.
General Office Clerk/Receptionist = \$9.00/hr.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

At least 7h grade reading level, although HS or GED strongly recommended, and a BCI

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.: 200 Main St., Pawtucket, RI 02860

Enrollment information for calendar year 2006-7*:

Open entry / open exit? X
Yes No

Scheduled Start Date: Open Enrollment **Scheduled End Date**

Total Number of Weeks in Program: 16 **Number of Hours per Week:** 20-35 hours/week, depending on status of participant)

Brief description of any flexibility or options offered regarding start/end dates: Students may enter the second week, missing the orientation. Attendance is required.

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00AM	2:00PM		
Tuesday	9:00AM	2:00PM		
Wednesday	9:00AM	2:00PM		
Thursday	9:00AM	2:00PM		
Friday	9:00AM	2:00PM		
Saturday				
Sunday				

Total Cost of Program: \$3000.00 **Total Cost Paid by RI DHS:** \$3000.00

Other Types of Financial Aid available to the student: No cost to student.

***NOTE:** It is our expectation that you will update this Fact Sheet each calendar year.

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Providence Skills Center

Mailing Address: 31 Providence Place Mall
Providence, RI 02903

Website address: N/A

Name of Programs: Customer Service Training – Equipped for the Future

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Gary Littlefield	401-437-8885	401-437-8886	glittlefield@comcap.org

Financial Aid Contact Person: N/A

Program Descriptions: Customer Service - Equipped for the Future: This program will include foundation training in sales and service designed by NRF Foundation (NRFF). NRFF has developed a successful 120-180 hour sales and service learning curriculum that encompasses the National Sales and Service Skills Standards integrated with the National Functional Literacy Standards. This comprehensive program is designed to prepare participants for entry-level retail sales and customer service related positions and provide support for successful entry and advancement in service related careers. Students will be presented with components of Equipped for the Future skills training and coaching to help prepare them for national certification in Customer Service.

The program builds critical functional literacy skills in math, computers, verbal ability, active listening, writing, and workplace readiness and includes:

- Facilitated, interactive self-assessment, development planning and portfolio building
- Facilitated computer labs
- Interactive team-work projects that provide learners with an opportunity plan and execute a project, use decision-making skills, and appreciate interpersonal attributes and diversity
- Preparation for National Certification testing
- Intensive job attainment/business preparation training
- Work Experience placement at appropriate employer

National Professional Certification in Customer Service: Trainees will be eligible to take the assessment for National Professional Certification in Customer Service is an industry driven and endorsed credential that helps employers identify qualified professionals and recognizes the qualifications of employers, job seekers and students with the credential. The certification is based upon Customer Service skills standards developed with employers and employees and approved by the National Skill Standard Board.

Names of Certificate(s) or credential(s) awarded upon completion:

Professional Certification in Customer Service approved by the National Skills Standards Board

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Customer Service – Wage range of \$9.00 to \$12.00 per hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Math and Language at 6th grade level, Equipped for the Future Program

Location where program is offered, and information about public transportation, parking, accessibility, etc.:

Training will be conducted at the Providence Skills Center located at the Providence Place Mall, Providence. Free parking is available in the mall garage. The Skills Center is walking distance from Kennedy Plaza, the RIPTA hub.

Enrollment information for calendar year 2006-7*:

Open entry / open exit? Yes

Scheduled Start Date November, 2006

Scheduled End Date open exit

Please call for future start dates.

Total Number of Weeks in Program: 4

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 am	3:00 pm		
Tuesday	9:00 am	3:00 pm		
Wednesday	9:00 am	3:00 pm		
Thursday	9:00 am	3:00 pm		
Friday	9:00 am	3:00 pm		
Saturday				
Sunday				

Total Cost of Program: \$2,500

Total Cost Paid by RI DHS: \$2,500

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Providence Skills Center**

Mailing Address: 31 Providence Place Mall
Providence, RI 02903

Website address: **N/A**

Name of Program: **Pharmacy Technician**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Gary Littlefield	401-437-8885	401-437-8886	glittlefield@comcap.org

Financial Aid Contact Person: **N/A**

Program Description: Pharmacy Technician: The training will be conducted at the Providence Skills Center by a Pharmacy Technician Instructor, certified by the Pharmacy Technician Certification Board (PTCB) and CVS.

The Pharmacy Technician Certification Board (PTCB) supports the national credentialing of pharmacy technicians across practice settings. By demonstrating mastery of knowledge and skills through the PTCB certification, pharmacy technicians are able to work more effectively with pharmacists.

The methods used to develop and administer the Pharmacy Technician Certification Examination (PTCE) are designed to promote the validity, measurement precision, and integrity of the examination program. These methods follow to testing procedures relevant to certification examinations recommended in the *Standards for Educational and Psychological Tests* (APA, NCME, AERA; 1999) and guidelines published by the National Organization for Competency Assurance (NOCA), Council on Licensure, Enforcement, and Regulation (CLEAR), and Professional Examination Service (PES).

The positive interaction of the pharmacist/pharmacy technician team is critical to the delivery of pharmaceutical care in today's health-care environment; the pharmacy employer, pharmacist, pharmacy technician and patient all benefit from this special relationship. The better qualified the pharmacy technician, the higher the quality of care this team may bring to the patient and the greater the value they bring to the pharmacy. The PTCB believes that Certified Pharmacy Technicians (CPhTs) are the best support for pharmacists by providing assistance with functions that ensure safe, accurate and efficient medication use but do not require the judgment of a licensed pharmacist.

The PTCB national program establishes the value of the certification process for the pharmacy technicians, employers, pharmacists and patients. The PTCB certification provides solutions to the challenges of pharmacy practice across practice settings.

The program includes a work experience placement at a local pharmacy.

Names of Certificate(s) or credential(s) awarded upon completion:

Pharmacy Technician Certification approved by the Pharmacy Technician Certification Board

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Pharmacy Tech - \$10.50 to \$13.00 per hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Math and Language at 9th grade level, GED or High School, Drug and BCI check

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Training will be conducted at the Providence Skills Center located at the Providence Place Mall, Providence. Free parking is available in the mall garage. The Skills Center is walking distance from Kennedy Plaza, the RIPTA hub.

Enrollment information for calendar year 2006-7*:

Open entry / open exit? Yes

Scheduled Start Date January, 2007

Scheduled End Date Open Exit

Please call for future start dates.

Total Number of Weeks: 12

Total Number of Hours per Week: 12

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	6:00 pm	9:00 pm		
Tuesday	6:00 pm	9:00 pm		
Wednesday	6:00 pm	9:00 pm		
Thursday	6:00 pm	9:00 pm		
Friday				
Saturday				
Sunday				

Total Cost of Program: \$2,500

Total Cost Paid by RI DHS: \$2,500

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Rhode Island College Outreach Programs**
Mailing Address: 600 Mt. Pleasant Avenue, Bldg. 8
Providence, RI 02908
Website address: www.ric.edu/Outreach
Name of Program: **Project TRABAC (Training Responsible Adults as Bookkeeping and Accounting Clerks)**

check one: certified vendor X contracted provider _____

Contact Person(s) for Program Information:

Jenifer Giroux	456-8698	456-8582	jgiroux@ric.edu
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

James Hanbury	456-8684	456-8686	jhanbury@ric.edu
Name	Telephone	FAX	E-Mail

Program Description:

Occupational skills training in Bookkeeping and Accounting skills, Basic Payroll and Taxation Skills, Office Skills, Keyboarding Skills, Computer Skills (Computerized Accounting), Accounting Math, Quickbooks, Internet, Communication and Life-Coping Skills, Employability Skills, and Attitudinal and Employment Counseling. Mandatory unpaid internship in an industry-setting - 80 hours.

Names of Certificate(s) or credential(s) awarded upon completion:

Rhode Island Outreach Programs Certificate of Completion, Project TRABAC.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Accounting and Auditing Clerk	\$10.00/hr - \$14.00/hr
Invoice Clerk	\$9.00/hr - \$12.00/hr
Payroll Clerk	\$9.00/hr - \$12.00/hr
Bookkeeper/Staff Accountant	\$9.00/hr - \$14.00/hr
Accounts Receivable Clerk	\$9.00/hr - \$14.00/hr
Billing Clerk	\$9.00/hr - \$12.00/hr
Accounts Payable Clerk	\$9.00/hr - \$14.00/hr

Prerequisites for admission into program:

B.C.I. Check, G.E.D. of High School Diploma (diploma from a native country accepted), English – Intermediate, 18 years of age or older, motivated to learn, willing to accept any position offered in Rhode Island Businesses, as well as businesses in nearby Massachusetts.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Rhode Island College Outreach Programs at Building 8 on East Campus.

Enrollment information for calendar year 2006-7*:

Open entry / open exit? **X**
 Yes **No**

Scheduled Start Date: 9/11/06

Scheduled End Date: 3/16/07

Please call for future dates.

Total Number of Weeks in Program: 26 **Total Number of Hours per Week:** 30

Brief description of any flexibility or options offered regarding start/end dates: None

<u>Days and Hours that Program is Offered</u>				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 AM	3:00 PM		
Tuesday	9:00 AM	3:00 PM		
Wednesday	9:00 AM	3:00 PM		
Thursday	9:00 AM	3:00 PM		
Friday	9:00 AM	3:00 PM		
Saturday				
Sunday				

Total Cost of Program: \$5,400

Total Cost Paid by RI DHS: \$4,000 (\$1400 – Rhode Island College Outreach programs discount; students are not responsible for any payment)

Other Types of Financial Aid available to the student: None.

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Rhode Island College Outreach Programs**

Mailing Address: 600 Mt. Pleasant Avenue, Bldg. 8,
Providence, RI 02908

Website address: www.ric.edu/Outreach

Name of Program: **Project TRACS (Training Responsible Adults as Customer Service Specialists)**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Jenifer Giroux	401-456-8698	401-456-8582	jgiroux@ric.edu

Financial Aid Contact Person: N/A

Program Description: Occupational skills training in Customer Service Skills, Office Skills, Keyboarding Skills, Computer Skills, Workplace Math, Internet Skills, Communication and Life-Coping Skills, Employability Skills, and Attitudinal and Employment Counseling. Mandatory internship in an industry setting 80 hours.

Names of Certificate(s) or credential(s) awarded upon completion:

Rhode Island College Outreach Programs Certificate of Completion, Project TRACS. International Customer Service Association Certificate.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

<u>Licensed Customer Service Representatives</u>	<u>\$12.00/hr.</u>
<u>Licensed Client Service Representative</u>	<u>\$12.00/hr.</u>
<u>Office Clerk</u>	<u>\$10.00/hr.</u>
<u>Call Center Representative</u>	<u>\$10.00/hr.</u>
<u>Claims Service Representative</u>	<u>\$10.00/hr.</u>

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

BCI check, GED or High School Diploma, English – intermediate, 18 years of age or older, motivated to learn, willing to accept a position offered in an industry setting.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Rhode Island College Outreach Programs at Building 8 on East Campus

Enrollment information for calendar year 2006-7*:

Open entry / open exit? **NO**

Scheduled Start Date 10/16/06

Scheduled End Date 04/07/07

Scheduled Start Date TBA

Scheduled End Date TBA

Total Number of Weeks: 26

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 a.m.	3 p.m.		
Tuesday	9 a.m.	3 p.m.		
Wednesday	9 a.m.	3 p.m.		
Thursday	9 a.m.	3 p.m.		
Friday	9 a.m.	3 p.m.		
Saturday				
Sunday				

Total Cost of Program \$5,400.

Total Cost Paid by RI DHS: \$4,000

Other Types of Financial Aid available to the student: None - RIC Outreach program waives the remaining \$1400 for DHS participants.

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Rhode Island College Outreach Programs

Mailing Address: 600 Mt. Pleasant Avenue, Bldg. 8
Providence, RI 02908

Website address: www.ric.edu/Outreach

Name of Program: Project TRADA (Training Responsible Adults to be Dental Assistants)

check one: certified vendor x contracted provider

Contact Person(s) for Program Information:

<u>Jenifer Giroux</u>	<u>456-8698</u>	<u>456-8582</u>	<u>jgiroux@ric.edu</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person: N/A

Program Description:

An intense 15 week occupational skills training in Dental Assisting and employment skills. Placement services provided.

Names of Certificate(s) or credential(s) awarded upon completion:

Rhode Island Outreach Programs Certificate of Completion, Project TRADA.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Dental Assistant \$10.00/hr - \$14.00/hr

Prerequisites for admission into program:

Clean B.C.I. record, G.E.D. or High School Diploma, TABE scores of 9th grade or above, 18 years of age or older, motivated to learn, transportation needed (public transportation is available to RIC and to classroom and internship sites), strong "people" and "team work" skills, appropriate oral health habits, and personal responsibility skills, willing to accept positions offered in a healthcare setting.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Rhode Island College Outreach Programs at Building 8 on East Campus

Enrollment information for calendar year 2006-7:

Open entry / open exit? **No**

Scheduled Start Date: 10/9/06

Scheduled Start Date: 1/19/07

Scheduled Start Date: 1/22/07 call to confirm

Scheduled Start Date: 5/11/07 call to confirm

Total Number of Weeks in Program: 15

Total Number of Hours per Week: 30

Brief description of any flexibility or options offered regarding start/end dates: None

<u>Days and Hours that Program is Offered</u>				
	<u>Time Starts</u>	<u>Time Ends</u>	<u>Time Starts</u>	<u>Time Ends</u>
Monday	9:00 AM	3:00 PM		
Tuesday	9:00 AM	3:00 PM		
Wednesday	9:00 AM	3:00 PM		
Thursday	9:00 AM	3:00 PM		
Friday	9:00 AM	3:00 PM		
Saturday				
Sunday				

Total Cost of Program: \$3000

Cost Paid by RI DHS: \$3000

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Rhode Island College Outreach Programs**

Mailing Address: 600 Mt. Pleasant Avenue, Bldg. 8
Providence, RI 02908

Website address: www.ric.edu/Outreach

Name of Program: **Project TRAIT (Training Responsible Adults as Insurance Technicians)**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Jenifer Giroux	401-456-8698	401-456-8582	jgiroux@ric.edu

Financial Aid Contact Person: N/A

Program Description: Occupational skills training in Insurance Technician Skills, Customer Service Skills, Computer Technology, Basic and Workplace Math, Job Skills, Computer Assisted English Language Learning, and Attitudinal and Employment Counseling. Mandatory internship in an industry setting 80 hours. Preparation for a Producer's License Exam for those willing to pursue an insurance agent's career.

Names of Certificate(s) or credential(s) awarded upon completion: Rhode Island College Outreach Programs

Certificate of Completion, Project TRAIT

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

<u>Insurance Technician</u>	<u>\$13.00/hr.</u>
<u>Licensed Producer</u>	<u>\$23,000/year</u>
<u>Office Clerk</u>	<u>\$10.00/hr.</u>

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

BCI check, GED or High School Diploma, English – intermediate, 18 years of age or older, motivated to learn, willing to accept a position offered in an insurance industry setting.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Rhode Island College Outreach Programs at Building 8 on East Campus

Enrollment information for calendar year 2006-7*:

Open entry / open exit? **No**

Scheduled Start Date 01/08/07

Scheduled End Date 07/06/07

Scheduled Start Date TBA

Scheduled End Date TBA

Total Number of Weeks in Program: 26

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 a.m.	3 p.m.		
Tuesday	9 a.m.	3 p.m.		
Wednesday	9 a.m.	3 p.m.		
Thursday	9 a.m.	3 p.m.		
Friday	9 a.m.	3 p.m.		
Saturday				
Sunday				

Total Cost of Program \$5,400.

Total Cost Paid by RI DHS: \$4,000

Other Types of Financial Aid available to the student: None – RIC Outreach Program waives the remaining \$1400 for DHS participants.

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Rhode Island College Outreach Programs**

Mailing Address: 600 Mt. Pleasant Avenue, Bldg. 8
Providence, RI 02908

Website address: www.ric.edu/Outreach

Name of Program: **Project TRAMA (Training Responsible Adults to be Medical Assistants)**

check one: certified vendor x contracted provider

Contact Person(s) for Program Information:

<u>Jenifer Giroux</u>	<u>456-8698</u>	<u>456-8582</u>	<u>jgiroux@ric.edu</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

<u>James Hanbury</u>	<u>456-8684</u>	<u>456-8686</u>	<u>jhanbury@ric.edu</u>
Name	Telephone	FAX	E-Mail

Program Description:

Occupational skills training in Medical Office Skills, Med. Terminology, Med. Third-Party Billing, First Aid, Clinical Testing Techniques, ICD.9/CPT Coding, CPR Techniques, Computer Literacy, Employment Skills, Math, and Counseling. Mandatory internship in a healthcare setting, 120 hours.

Names of Certificate(s) or credential(s) awarded upon completion:

Rhode Island Outreach Programs Certificate of Completion, Project TRAMA.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

<u>Medical Assistant</u>	<u>\$9.00/hr - \$12.00/hr</u>
<u>Medical Biller/Coder</u>	<u>\$9.00/hr - \$12.00/hr</u>
<u>Medical Secretary/Receptionist</u>	<u>\$9.00/hr - \$12.00/hr</u>

Prerequisites for admission into program:

B.C.I. Check, G.E.D. of High School Diploma (diploma from a native country accepted), English – Intermediate, 18 years of age or older, motivated to learn, willing to accept any position offered in a healthcare setting.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Rhode Island College Outreach Programs at Building 8 on East Campus; Clinical Testing Techniques class in a doctor's office in Providence.

Enrollment information for calendar year 2006-7:

Open entry / open exit? No

Scheduled Start Date: 9/5/06

Scheduled Start Date: 3/9/07

Scheduled Start Date: please call

Scheduled Start Date: please call

Total Number of Weeks in Program: 26

Total Number of Hours per Week: 30

Brief description of any flexibility or options offered regarding start/end dates: None

<u>Days and Hours that Program is Offered</u>				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 AM	3:00 PM		
Tuesday	9:00 AM	3:00 PM		
Wednesday	9:00 AM	3:00 PM		
Thursday	9:00 AM	3:00 PM		
Friday	9:00 AM	3:00 PM		
Saturday	8:15 AM 5 times	1:00 PM 5 times		
Sunday				

Total Cost of Program: \$5,400

Cost Paid by RI DHS: \$4,000

Other Types of Financial Aid available to the student:

None, but the remaining \$1400 cost is waived for DHS participants.

***It is our expectation that you will update this each calendar year.**

Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)

Name of Organization: **Rhode Island College, School of Social Work, Case Management Institute**

Mailing Address: 600 Mount Pleasant Ave.
Providence, RI 02908-1991

Website address: www.ric.edu/case_mgt_institute

Name of Program: **Case Management Certification Program (full-time)**

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

<u>Jayashree Nimmagadda, Ph.D.</u>	<u>456-8210</u>	<u>456-8620</u>	<u>jnimmagadda@ric.edu</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

<u>James Hanbury</u>	<u>456-8684</u>	<u>456-8686</u>	<u>jhanbury@ric.edu</u>
Name	Telephone	FAX	E-Mail

Program Description:

A skills-based, vocational educational training program designed to prepare people for entry level, pre-professional case management positions in human services. The program is a two-semester, 16 college credit Certificate Program for people interested in an immediate occupation in case management and possibly a future career in social work. Currently, there are two enrollment periods: January – August and September – May.

Names of Certificate(s) or credential(s) awarded upon completion:

Case Management Certification and 16 college credits issued by Rhode Island College.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

<u>Case Aide</u>	<u>\$12 - \$15 per hour</u>
<u>Community Support Worker</u>	<u>\$12 - \$15 per hour</u>
<u>Residential Case Worker</u>	<u>\$12 - \$15 per hour</u>
<u>Group Worker</u>	<u>\$12 - \$15 per hour</u>

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

GED or High School Diploma

TABE scores of 7th grade or higher

Application and short writing sample

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Rhode Island College, 600 Mount Pleasant Ave., Providence, RI 02908-1991

RIPTA bus runs hourly to campus and student parking is also available on campus

Enrollment information for calendar year 2006 forward*:

Open entry / open exit? **X**
 Yes No

Scheduled Start Date 1/22/07 Scheduled End Date 8/10/07

Scheduled Start Date 9/4/07 Scheduled End Date 5/5/08

Total Number of Weeks: 32

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	3:00		
Tuesday	9:00	3:00		
Wednesday	9:00	3:00		
Thursday	9:00	3:00		
Friday	9:00	3:00		
Saturday				
Sunday				

Total Cost of Program: \$5,100.00

Total Cost Paid by RI DHS: \$4,000.00

Other Types of Financial Aid available to the student:

Pell grants and work-study. We will also be seeking out other forms of need-based financial aid/scholarships.

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)

Name of Organization: **Rhode Island College, School of Social Work, Case Management Institute**

Mailing Address: 600 Mount Pleasant Ave.
Providence, RI 02908-1991

Website address: www.ric.edu/case_mgt_institute

Name of Program: **Case Management Certification Program (part-time)**

check one: certified vendor X contracted provider

Contact Person(s) for Program Information:

<u>Jayashree Nimmagadda, Ph.D.</u>	<u>456-8210</u>	<u>456-8620</u>	<u>jnimmagadda@ric.edu</u>
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person:

<u>James Hanbury</u>	<u>456-8684</u>	<u>456-8686</u>	<u>jhanbury@ric.edu</u>
Name	Telephone	FAX	E-Mail

Program Description:

A job skills training program designed to prepare people for entry level, pre-professional case management positions in human services. The program is a part-time, 16 college credit Certificate Program for people interested in an immediate occupation in case management and possibly a future career in social work. Part-time students enroll in 2 to 3 courses per semester and can take courses for up to three semesters per year, spring, summer and fall. Applications for part-time students are accepted year round with program start dates in fall and spring semesters.

Names of Certificate(s) or credential(s) awarded upon completion:

Case Management Certification and 16 college credits issued by Rhode Island College.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

<u>Case Aide</u>	<u>\$12 - \$15 per hour</u>
<u>Community Support Worker</u>	<u>\$12 - \$15 per hour</u>
<u>Residential Case Worker</u>	<u>\$12 - \$15 per hour</u>
<u>Group Worker</u>	<u>\$12 - \$15 per hour</u>

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

GED or High School Diploma
TABE scores of 7th grade or higher
Application and short writing sample

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Rhode Island College, 600 Mount Pleasant Ave., Providence, RI 02908-1991
RIPTA bus runs hourly to campus and student parking is also available on campus

Enrollment information for calendar year 2006 forward*:

Open entry / open exit? X
 Yes No

Scheduled Start Date 1/22/07

Scheduled End Date 5/5/08

Scheduled Start Date 9/4/07

Scheduled End Date 12/15/08

Total Number of Weeks: approx. 66

Total Number of Hours per Week: 10+

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	3:00**		
Tuesday	9:00	3:00**		
Wednesday	9:00	3:00**		
Thursday	9:00	3:00**		
Friday	9:00	3:00**		
Saturday				
Sunday				

- ** Since this is a part-time program, days and hours will be dependent on the courses taken by the student each semester. For the January 07 semester, it is expected that students will be taking classes on Tuesday from 9:00 – 1:00; Wednesdays from 9:00 – 11:00 and/or Fridays from 9:00-2:00. A minimum of 10 hours per week will be spent in the program.

Total Cost of Program: \$5,100.00 total *** (\$2,300 for 1st two semesters (spring & summer '07))

*** This is an underestimate based on current year tuition and fees. The Board of Governor's for Higher Education estimates an increase of at least 9% for the academic year beginning 9/07.

Total Cost Paid by RI DHS: \$1,500.00

Other Types of Financial Aid available to the student: We will be seeking out need-based financial aid and scholarships for part-time students since they are not eligible for either Pell grants or work-study funds.

***NOTE: It is our expectation that you will update this Fact Sheet each calendar year.**

**Education and Training Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Rhode Island Community Food Bank**

Mailing Address: 200 Niantic Avenue
Providence, RI 02907

Website address: www.rifoodbank.org

Name of Program: **Community Kitchen Program**

check one: certified vendor **X** contracted provider _____

Contact Person(s) for Program Information:

Bill Flynn, Dir. Community Programs	942-6325	942-2117	bflynn@rifoodbank.org
Name	Telephone	FAX	E-Mail
Nicole Palmisciano	942-6325	942-2117	npalmisciano@rifoodbank.org
Name	Telephone	FAX	E-Mail

Financial Aid Contact Person: N/A

Program Description:

The community Kitchen Program is a job training/meal production program for men & women transitioning into employment. The program is designed to train men & women for entry level food preparation jobs. The program is 14 weeks, 448 hours in classroom and kitchen, and includes 7 weeks of internship. Culinary skills, life skills and job readiness and placement assistance are all included.

Names of Certificate(s) or credential(s) awarded upon completion:

Community Kitchen Certificate; ServSafe Sanitation Certificate (if exam is passed)

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Prep Cook	\$9.00/hr - \$10.00/hr
Line Cook	\$9.00/hr - \$10.00/hr
Banquet Cook	\$9.00/hr - \$10.00/hr

Prerequisites for admission into program:

- B.C.I. Check
- Read, write & speak English well enough to communicate with chefs, students & staff.
- Able to work under pressure
- Ability to stand for considerable amounts of time
- Able to follow directions
- Can have no outstanding warrants

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The location is 200 Niantic Avenue, Providence, RI 02907. Parking is plentiful. The #30 bus is an express from Kennedy Plaza. It takes 10 minutes and stops in front of the food bank.

Enrollment information for calendar year 2006-7*:

Open entry / open exit? **No**

Scheduled Start Date 10/16/06

Scheduled Start Date 2/02/07

Please call for future dates (for example, a class is likely to begin early February, 2007).

Total Number of Weeks in Program: 14

Total Number of Hours per Week: 35

Brief description of any flexibility or options offered regarding start/end dates: If the class is not filled, students may be accepted up through the second week of class.

<u>Days and Hours that Program is Offered</u>				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 AM	4:00 PM		
Tuesday	9:00 AM	4:00 PM		
Wednesday	9:00 AM	4:00 PM		
Thursday	9:00 AM	4:00 PM		
Friday	9:00 AM	4:00 PM		
Saturday				
Sunday				

Total Cost of Program: \$5,035 per Student

Total Cost Paid by RI DHS: \$4,000 per Student

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

DHS

**IN-HOUSE SERVICE
PROVIDERS**

Education and Training and Job Services Resource Fact Sheet
FAMILY INDEPENDENCE PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)

Name of Organization: Department of Human Services

RITEWORKS Unit

Mailing Address: 206 Elmwood Ave Providence, R.I. 02903

Website address:

Name of Program: Riteworks-Employment & Retention Unit

Check one: certified vendor _____ contracted provider _____

IN-HOUSE JOB SEARCH SERVICES X

Contact Person(s) for Program Information:

<u>Judith DiMario</u>	<u>222-7054</u>	<u>222-7067</u>	<u>jdimario@dhs.ri.gov</u>
Name	Telephone	FAX	E-Mail

Program Description:

Riteworks Employment & Retention Unit offers intensive job search and employment support primarily for FIP Parents who need access to full-time open-ended/open-exit job search activities. Staff facilitates both group and one-on-one daily supervision throughout the 4 week job search requirement. Participants begin in-depth job search instruction in workplace etiquette, job search skills, interviewing skills, soft skills, transferable skills and resume preparation. These skills are presented in a variety of formats such as video presentations, workshops, role playing and hands on computer instruction. Upon employment, retention services are provided for 12 to 18 months.

Target Population:

Riteworks accommodates both English-speaking and Spanish-speaking families requiring a 20-hour job search component (those with children under 6) or a 30-hour job search component (those with child(ren) 6 and over).

Most appropriate for: Spanish-speaking 1 and 2 parent families needing job search assistance and Post-24 month Single-parent households

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Job Search most often results in parents finding their own jobs through the assistance of the group job search process. RITEWORKS, whenever possible, tries to develop appropriate job opportunities for FIP parents, but cannot guarantee that referred individuals will get hired.

Participants have found employment in the following areas of the workforce:

Office Services, Certified Nursing Assistants, Sales, Food Services, Computer technicians, Customer Service, etc.

Salaries can range from minimum wage (\$7.10 to \$15.00)

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

- As an in-house service, RITEWORKS does not have any "prerequisites" other than being a FIP parent with an approved FIP Employment Plan.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Job Search is available at 2 locations:

1) DHS Providence Regional Center
206 Elmwood Ave Providence, R.I.

2) DHS Warwick Family Center
195 Buttonwoods Ave Warwick, R.I. 02886

Parking is available at all buildings are accessible.

Open entry / open exit? **X**
 Yes No

Brief description of any flexibility or options offered regarding start/end dates:

RITEWORKS takes referrals from FIP Social Caseworkers on an ongoing basis. However, it is intended that job search groups will start each Monday in order to accommodate the Needs of the FIP parents who need job search services in order to meet their FIP Employment Plan requirements.

Total Number of Weeks in Program: Up to 4 consecutive weeks (no more than 6 total weeks in a year.)

Days and Hours that Program is Offered				
	<u>PROVIDENCE REGIONAL OFFICE</u>		<u>DHS WARWICK FAMILY CENTER</u>	
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 9:00	1:00 or 3:00	9:00 9:00	1:00 or 3:00
Tuesday	9:00 9:00	1:00 or 3:00	9:00 9:00	1:00 or 3:00
Wednesday	9:00 9:00	1:00 or 3:00	9:00 9:00	1:00 or 3:00
Thursday	9:00 9:00	1:00 or 3:00	9:00 9:00	1:00 or 3:00
Friday	9:00 9:00	1:00 or 3:00	9:00 9:00	1:00 or 3:00

Total Cost of Program: NONE _____ **Total Cost Paid by RI DHS:** \$ _____

***NOTE:** It is our expectation that you will update this Fact Sheet each calendar year.

Education and Training Resource Fact Sheet

FAMILY INDEPENDENCE PROGRAM

Name of Organization: FIP/ORS Learning Disabilities Project
Mailing Address: 40 Fountain Street, Providence RI 02903
Website address: www.ors.gov/learningdisabilities
Name of Program: Rhode Island Learning Disabilities Project

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Lynn Landi	401 421 7005	401 422 3583	lynnl@ors.ri.gov

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
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Program Description: An inter-agency initiative between ORS and FIP to help identify parents on cash assistance with learning disabilities and to provide the necessary accommodations and vocational training programs in order for individuals to become independent and self-sufficient.

Names of Certificate(s) or credential(s) awarded upon completion:

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Enrollment information for calendar year 2006*:

Open entry / open exit?

Yes No

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Scheduled Start Date

Scheduled End Date

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total Cost of Program

Total Cost Paid by RI DHS:

Other Types of Financial Aid available to the student:

***It is our expectation that you will update this each calendar year.**